



## **East Bay Community Energy's Kitchen Electrification Grant**

East Bay Community Energy's Grant programs provide a means of funding innovative projects in the EBCE service area that serve a specific purpose. This grant cycle is focused on the promotion of kitchen electrification in commissary or community kitchens in EBCE's service area.

### **Background**

**East Bay Community Energy ("EBCE"):** EBCE is a Joint Powers Authority ("JPA") formed on December 1, 2016. EBCE launched Phase I of its service implementation with commercial, industrial, and municipal accounts on June 1, 2018. Phase II for residential accounts was launched November 1, 2018. Phase III was launched in April of 2019 and enrolled all Net Energy Meter ("NEM") customers. Since its formation, the JPA has consisted of the County of Alameda and all but three of its cities. These include the City of Alameda which has its own municipal utility, and the cities of Newark and Pleasanton. In 2019, the cities of Newark and Pleasanton formally joined EBCE's JPA, along with the City of Tracy in neighboring San Joaquin County. Expansion of EBCE service to these cities (i.e., initial account enrollments) are scheduled to begin in 2021. EBCE currently serves over 550,000 customer accounts representing a population of over 1.3 million people, 50,000 businesses, and approximately 6,100 gigawatt hours ("GWh") of annual load. By 2022 EBCE estimates it will serve an estimated 628,000 customer accounts across all jurisdictions representing a population of over 1.5 million people and a combined load of 7,200 GWh/year.

Buildings in California contribute to roughly half of all greenhouse gas emissions. Much of this is associated with the onsite consumption of natural gas. To help achieve climate goals established by many of East Bay Community Energy's (EBCE) member agencies, EBCE is committed to accelerating the transition away from natural gas kitchen appliances and towards efficient electric alternatives which can be powered by EBCE's low carbon electricity product.

High quality and efficient electric technology exist for use in commercial kitchens, but commercial kitchens in particular have been slow to transition. Despite induction technology outperforming natural gas on many relevant metrics (including speed, control, and safety), many commercial chefs retain the misperception that natural gas equipment is superior to electricity in their kitchens.

In order to promote increased exposure to electric kitchens, EBCE is offering grant funding for community or commissary kitchens in our service area to fund the transition away from natural gas appliances to efficient electric alternatives.

### **Objectives**



### Technologies Considered

With this grant program, EBCE seeks to support commissary kitchens with either partial or full kitchen electrification. Induction ranges in particular have been perceived as a major barrier to achieving kitchen electrification, and EBCE is requiring at least one induction range conversion to be considered eligible for funding. The applicant is encouraged to propose other kitchen electrification measures, including stoves, stock pots, woks, and / or electric fryers. Converting appliances from natural gas to electricity is encouraged. A list of eligible technology has been provided as an attachment to this solicitation, but the applicant is not restricted to selecting technologies on that list. All technology proposed must meet EnergyStar minimum requirements, and / or should have a UL or NSF rating.

### Outreach and Technology Awareness

Proposals which have potential to expose the highest number of kitchen users to electric appliances will score higher in the evaluation process. EBCE is interested in understanding the applicants strategy for increasing utilization of induction ranges and other electric kitchen equipment; thus, applicants are requested to provide detail on the utilization scenarios, including any policies or practices the kitchen intends to put in place to promote use of the technology. Additionally, EBCE welcomes proposals from applicants for how these electrified spaces can be used to promote kitchen electrification outside of day to day usage. Examples could include allowing EBCE use of the space for community awareness events, specific proposals for events using the space, and / or chef specific events geared at raising awareness among the chef community at large. For these co-marketing or event proposals, EBCE is open to separate cost share outside of this grant funding opportunity.

### Project Co-Benefits

A proposed project may offer benefits to the EBCE ratepayers that have not been identified here or are adjacent to the kitchen electrification. Such co-benefits could include services the site provides to the community, such as discounted meals, community gathering space, energy education, or reduction of greenhouse gas emissions not directly address via kitchen electrification. The applicant is encouraged to identify any potential co-benefits in the application package.

### Award Information

Grant funding is eligible to be used for all costs associated with implementing this project, including:

- Cost of kitchen equipment (appliances, any necessary cookware replacements)
- Contractor fees (including costs for parts, labor, and design)
- Permit fees

Grant funds cannot exceed total project costs. Applicants are encouraged to identify any cost-share, either cash contributions to the total project cost, in-kind contributions (such as space



rental for outreach events), or funding leveraged from other sources (utility rebates, grants and loans, etc.)

There is a total funding amount of \$160,000 available for this program. EBCE expects to fund up to four kitchen electrification projects but reserves the right to award funding to one project. Applicants will be scored based on the evaluation criteria, and applications will be carefully reviewed for completeness and accuracy.

#### Eligibility

The applicant must be a commissary or community kitchen located in EBCE's service area and the host site must be an EBCE customer in good standing. Applicants must be owners or representatives of the host site with decision making authority.

Applicants can apply in two categories: Full Electrification and Partial Electrification. EBCE reserves the right to award all funding to one applicant, or to fund multiple applicants. Eligible projects will include at least one natural gas to induction retrofit. Preference will be given to applicants that include only Energy Star or NSF / UL rated appliances (where no EnergyStar certification is available for that technology type.)

#### Responsibilities of Applicant

Under this project, the applicant will be responsible for implementing and managing the project. These responsibilities include, but are not limited to:

- Permitting
- Project design documents
- Contracting with and managing a construction firm
- Coordinating necessary inspections
- Allow site access during construction to EBCE for the purposes of developing marketing assets and reviewing project progress.

#### Responsibilities of EBCE

EBCE agrees to fund the total project cost and will provide technical support for projects at no cost to applicants. This technical support includes:

- Review of project design documents
- Assistance in identifying technology solutions for the kitchen
- Assistance in reviewing contractors bids (if applicable)
- Rate analysis to understand bill implications of proposed project
- Assist in development of training materials to facilitate chefs ease of use with new equipment

In addition to technical assistance outlined above, EBCE will help

#### Grant Disbursement

Up to 30% of the funds will be available as an advance upon execution of the grant agreement between the site host and EBCE. Subsequent funding will be disbursed on a milestone basis,



and documentation will be required with invoices indicating that milestones have been met. If the project fails to be completed or the terms of the grant agreement are violated, applicants will be required to reimburse EBCE for all grant funding.

**Grant Evaluation**

Evaluation	Scoring
The proposed project site is in EBCE service area and the project site is currently enrolled in EBCE service (or can be opted in before construction begins).	Pass / Fail
Proposal includes the replacement of at least one natural gas range with an induction alternative	Pass / Fail
Application is complete and includes all requested information	Pass / Fail
<u>Project Suitability to Objectives</u> Number of chefs introduced to induction ranges Scope of kitchen electrification Applicable community co-benefits	60%
<u>Budget</u> Comprehensiveness and detail of budget Leverage or match provided	20%
<u>Implementation Plan</u> Detailed and realistic schedule	20%

**Application Requirements**

Applicant and Project Site Information

The applicant must provide their name and relationship to the project site, including evidence that the applicant is authorized to act on behalf of the proposed site. Site information should include the address, customer account number or service area ID (for verification of EBCE customer status), and years in operation. To facilitate evaluation of the project, applicants should also provide information on the lease or ownership structure of the facility; if the facility is leased, evidence that applicant is authorized to proceed with the project should be included (this could be in the form of a letter of support from the building owner). The project site should be described in detail, including the type of facility (commissary vs community kitchen), the number



of users of the kitchen per month, and the services provided (for example, retail food production, catering, special events.)

### Project Information

Applicants are encouraged to provide as complete and detailed information on the proposed project as possible. This should include the proposed appliance replacements, a detailed implementation plan with milestones identified, and a detailed budget with line item categories. A contractor bid is not required to be submitted as part of the application but will help in establishing project costs and timelines. EBCE has provided templates which can be used as reference when developing budget and schedule; the applicant does not need to use the provided templates if all requested information is included in the submission. Additional desired information on the site location includes square footage and age of building, floor plans and electric service information if possible (including single line diagrams, existing service panel capacity, capacity of PG&E service). The applicant should also provide information on the kitchen operations, as detailed above, and any other information that will assist EBCE in evaluating the project.

### Kitchen Utilization and Outreach Plan

Applicants should include a proposal for how they will ensure installed equipment is used (in the case of partial electrification), including a training plan to help chefs familiarize themselves with new equipment. All applicants should include a projected number of chefs who will utilize the equipment on a monthly basis and any additional proposals for conducting outreach to the larger chef community or to the general public. Applicants are welcome to propose activities that may require additional funding; these will be evaluated for potential future partnerships. Additionally, EBCE requests assurance that our staff and / or consultants will be given reasonable access to the site during the project term.

### Grant Agreement Review and Acceptance to Terms

All selected projects will be required to execute a Grant Agreement with EBCE. A sample agreement has been provided and submission of an application assumes acceptance with the agreement.

### COVID Considerations

Under current State of California and County of Alameda guidance regarding the coronavirus epidemic, construction projects are allowed to move forward as long as precautions to mitigate transmission are observed. Documents released by the California Department of Industrial Relations (DIR) and the County of Alameda. Applicants should ensure any construction firm selected for the project understands and agrees to abide by best practices to mitigate transmission. Any visits by EBCE staff or consultants to the project site will be subject to such visits being allowed under current public health orders and EBCE staff agrees to follow best practice protocol for mitigating transmission.

### **Solicitation Timeline**



Solicitation to be posted on the EBCE website by August 31, 2020. There will be two webinars to present the grant opportunity and answer questions. Questions may be submitted electronically to [local-programs@ebce.org](mailto:local-programs@ebce.org) and an FAQ will be posted to the [solicitation page](#) on EBCE’s website. Responses will be posted as questions are received, but all questions must be received no later than September 25, 2020 at 5 pm.

Applications should be submitted electronically to EBCE via [local-programs@ebce.org](mailto:local-programs@ebce.org) and are due October 9, 2020 by 5:00 PM. EBCE staff will select recipients of the grant award based on grant evaluation. EBCE reserves the right to extend the due date of this solicitation.

<b>Solicitation Schedule</b>	
Solicitation Opens	September 1, 2020
Webinar #1	September 16, 10 am
Webinar #2	September 22, 1 pm
Final Day to Submit Questions	September 25, 2020
Application Due	October 9, 2020
Notification of Awards	October 30, 2020

Note: Registration information for the webinars will be posted to the [solicitation page](#) no later than one week before the scheduled webinar.

**Additional Attachments**

EBCE Grant Agreement

[List of Energy Star Food Service Technologies](#)

[List of Title 20 Food Service Technologies](#)

[Sample Budget and Schedule \(Including Milestones\)](#)

[California Department of Industrial Relations Safety and Health Guidance on COVID-19](#)

[Infection Prevention in Construction](#)

[County of Alameda Small Construction Project Safety Protocol](#)

**Attachment A**  
**EBCE Grant Agreement**

**East Bay Community Energy**  
**{Type of Grant} Grant Agreement**

{NAME,  
ORGANIZATION,  
ADDRESS}

{DATE}

Dear {Grant recipient organization representative},

Congratulations! {ORGANIZATION} has been selected to receive an {TYPE OF GRANT} grant of {AMOUNT OF GRANT} from East Bay Community Energy (EBCE), for the purpose of accelerating clean energy investments that enhance workforce development, promote stronger local economic activity, and increase community resilience. Please have an authorized representative of your organization sign this grant agreement and return it to {EBCE CONTACT}

**THIS AGREEMENT** is made and effective as of {Start date}, by and between the EAST BAY COMMUNITY ENERGY AUTHORITY ("EBCE"), and {ORGANIZATION} a California nonprofit corporation ("Recipient"). In consideration of the mutual covenants, conditions and undertakings set forth herein, the parties agree as follows:

**1. Recitals.** This Agreement is made with respect to the following facts and purposes which each of the parties acknowledge and agree are true and correct:

A. Recipient is a non-profit corporation providing [brief description of services] in Alameda County.

B. "{PROPOSAL OR PROGRAM NAME}" is a program in {LOCATION} that provides {SERVICES AND PROGRAM DETAILS}

C. In consideration of the benefits provided by {PROPOSAL OR PROGRAM NAME} program, EBCE is willing to provide a grant to Recipient to continue its work as provided in this Agreement.

**2. Grant.** The EBCE hereby agrees to provide funding to Recipient for the operation of the {NAME OF PROGRAM} in the amount of {dollar amount (\$xxxx)} for Fiscal Year 2019-20 subject to the provisions of this Agreement ("Grant Funds").

**3. Use of Grant Funds.**



A. Recipient shall use the Grant funds to support the operations of {PROGRAM NAME} and for no other purposes. Those operations include the following:

- 1) [MILESTONE/GOAL]
- 2) [MILESTONE/GOAL]
- 3) [MILESTONE/GOAL]
- 4) [MILESTONE/GOAL]
- 5) [MILESTONE/GOAL]
- 6) [MILESTONE/GOAL]
- 7) [MILESTONE/GOAL]
- 8) [MILESTONE/GOAL]

B. Grant Funds shall not be used to support or oppose any candidates for elected or appointive office or to support or oppose any ballot measure on local or state ballots.

**4. TERM.** This Agreement shall commence on {START DATE}, and shall remain and continue in effect until {END DATE}, unless sooner terminated pursuant to the provisions of this Agreement. EBCE reserves the right to withhold Grant Funds or terminate this Agreement for any reason upon 30 days' written notice to the Recipient.

**5. GRANT REPORT.** Recipient shall provide a short grant report that includes the following information and documentation: {LIST INFORMATION}

In addition to the information listed here {ORGANIZATION} must provide any other information requested by EBCE as it relates to the Grant Funds.

**6. LEGAL RESPONSIBILITIES.** Recipient shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement, including without limitation, prevailing wage laws, and such laws prohibiting discrimination against protected groups. Recipient shall at all times observe and comply with all such ordinances, laws and regulations. The EBCE, and its officers and employees, shall not be liable at law or in equity occasioned by failure of Recipient to comply with this section.

**7. ASSIGNMENT.** Recipient shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the EBCE Manager.

**8. NOTICES.** Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by mail or e-mail to the following addresses:

**EBCE:** East Bay Community Energy Authority  
1999 Harrison Street, Suite 800  
Oakland, CA 94612  
Attention: \_\_\_\_\_

**RECIPIENT:** [ORGANIZATION]  
[ADDRESS]  
Attention: \_\_\_\_\_

**9. INDEPENDENT CONTRACTOR.**

A. Recipient shall at all times remain as to the EBCE a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Recipient shall at all times be under Recipient's exclusive direction and control. Neither EBCE nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Recipient or any of Recipient's officers, employees, or agents except as set forth in this Agreement. Recipient shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the EBCE. Recipient shall not incur or have the power to incur any debt, obligation or liability whatever against EBCE, or bind EBCE in any manner.

B. No employee benefits shall be available to Recipient in connection with the performance of this Agreement. Except for the fees paid to Recipient as provided in the Agreement, EBCE shall not pay salaries, wages, or other compensation to Recipient for performing services hereunder for EBCE. EBCE shall not be liable for compensation or indemnification to Recipient for injury or sickness arising out of performing services hereunder.

**10. INDEMNIFICATION.** Recipient shall indemnify, protect, defend and hold harmless EBCE, its elected officials, officers, employees, volunteers, and representatives from any and all suits, claims, demands, losses, defense costs or expenses, actions, liability or damages of whatsoever kind and nature which EBCE, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Recipient's negligent or wrongful acts or omissions arising out of or in any way related to the performance or non-performance of this Agreement.

**11. ENTIRE AGREEMENT.** This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering

into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**EAST BAY COMMUNITY ENERGY AUTHORITY**

\_\_\_\_\_  
Nick Chaset, CEO

APPROVED AS TO FORM:

\_\_\_\_\_  
Inder Khalsa, General Counsel

**[ORGANIZATION]**

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title:

***[\*Note: Signatures of two corporate officers are required for corporations – First signature must be one of the following: 1) the chairman of the board; 2) the president; or 3) any vice president.. The second corporate signature must be one of the following: 1) the secretary; 2) any assistant secretary; 3) the chief financial officer; or 4) any assistant treasurer.***

# **Attachment B**

## **List of Energy Star Food Service Technologies**

Provided electronically: [List of Energy Star Food Service Technologies](#)

# **Attachment C**

## **List of Title 20 Food Service Technologies**

Provided electronically: [List of Title 20 Food Service Technologies](#)

# **Attachment D**

## **Sample Budget and Schedule**

Provided electronically: [Sample Budget and Schedule \(Including Milestones\)](#)

# **Attachment E**

## **California DIR Guidance on COVID in Construction**



# SAFETY AND HEALTH GUIDANCE

## COVID-19 Infection Prevention in Construction

July 20, 2020

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases. This guidance does not impose any new legal obligations. It contains information for construction employers on ways to update their IIPPs to include information on employee training and preventing the spread of coronavirus (SARS-CoV-2), the virus that causes COVID-19, at construction sites. This is mandatory in most California workplaces since COVID-19 is widespread in the community.

### Train Employees on COVID-19

Provide training in a form that is readily understandable by all employees on the following topics:

- Information related to COVID-19 from the Centers for Disease Control and Prevention (CDC) — check for updates frequently — including:
  - **What COVID-19 is and how it is spread.**
  - **Preventing the spread of COVID-19 if you are sick.**
  - **Symptoms of COVID-19 and when to seek medical attention.**
  - How an infected person can spread COVID-19 to others even when they don't feel sick.
- California's COVID-19 **Industry Guidance for Construction.**
- The importance of frequent hand-washing with soap and water (or using hand sanitizer as a last resort where employees cannot feasibly get to a sink or hand-washing station), including:
  - Following CDC guidelines to scrub for at least 20 seconds.
  - When employees arrive at work and before they leave work.
  - Before and after eating or using the toilet.
  - After close interaction with other persons.



- After contacting shared surfaces, equipment or tools.
- Before and after wearing masks or gloves.
- After blowing nose or sneezing.

NOTE: Hand sanitizers must have at least 60% ethyl alcohol. They are less effective than hand-washing in preventing the spread of COVID-19 but can be used as an interim measure if a hand-washing station is not immediately available.

- Maintaining more than six feet of separation with others and eliminating close contact with others (see Physical Distancing information on next page).
- Methods to avoid touching eyes, nose and mouth.
- The mandatory use of cloth face coverings, as required by the **California Department of Public Health (CDPH) guidelines**, including:
  - Cloth face coverings are not personal protective equipment (PPE) and do not protect the person wearing the face covering.
  - **CDC has issued guidelines** that everyone should **use cloth face coverings** when around other persons.

*(Continued on next page)*

- Cloth face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent hand-washing.
- Employees should wash or sanitize hands before and after using or adjusting face coverings.
- Face coverings should be washed after each shift and should be discarded if they no longer cover the nose and mouth, have stretched out or damaged ties or straps, cannot stay on the face, or have holes or tears.
- The employer is responsible for providing and ensuring employees use face covers at work.
- Coughing and sneezing etiquette, including covering a cough or sneeze with a tissue or a sleeve instead of a hand.
- Safely using **cleaners and disinfectants**, which includes:
  - Carefully following label directions.
  - The hazards of the cleaners and disinfectants used at the worksite.
  - Ventilation requirements.
  - Wearing personal protective equipment (such as gloves).
  - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.
- The importance of not coming to work if they have **symptoms of COVID-19** as described by the CDC, such as a fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea or if they live with or have had close contact with someone who has been diagnosed with COVID-19.
- To seek medical attention if the symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on **CDC's webpage**.
- Use repeated safety stand-downs or toolbox/tailgates — while maintaining physical distancing — to re-emphasize the training.
- Designate a site-specific COVID-19 officer at every job site to observe and ensure site workers are implementing what they have been trained to do.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on **government programs supporting sick leave and workers' compensation for COVID-19**, including employees' sick leave rights under the **Families First Coronavirus Response Act**, and employees' rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the **Governor's Executive Order N-62-20** while that Order is in effect. Some cities and counties also require employers to provide sick leave benefits to employees.

## **Increase Cleaning and Disinfection**

Establish and implement the following procedures to help prevent the spread of COVID-19:

- Make hand-washing stations more readily available and encourage their use.
- Employers should change productivity expectations to allow extra time for employees to wash their hands thoroughly and frequently.
- Establish procedures to routinely clean and disinfect commonly touched surfaces and objects (e.g., door handles, steering wheels, touch screens, mobile equipment controls, carts, shared power tools) throughout the workday, including:
  - Using disinfectants that are **EPA-approved** for use against the virus that causes COVID-19.
  - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before and after use.
  - Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, protective equipment, proper dilution, contact time).
  - Following safe work practices such as never mixing products together and using adequate ventilation.

*(Continued on next page)*

- Cleaning visibly dirty surfaces first before disinfection. Disinfectants are less effective if used on soiled surfaces.
- Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products and tools and chemical resistant gloves. Make sure disinfectants are available to workers throughout the worksite.
- Cleaning and disinfecting vehicles between shifts and between workers.

## Increase Physical Distancing

When used with face covers, physical distancing, also referred to as social distancing, is an infection control measure that can stop or slow down the spread of an infectious disease by limiting contact between people. Use the following distancing measures:

- Practice physical distancing at all times, including during work, breaks and in vehicles.
- Plan for office staff to have the ability to work from home.
- Stagger break and lunch times and spread out where employees spend their breaks by providing additional seating and shade areas.
- Limit crew size by staggering or increasing the number of work shifts.
- Maintain separation of six feet or more during work:
  - Limit the number of employees gathered at the start of a shift, in break areas or during trainings and other meetings to allow employees to spread out.
  - Limit the number of personnel riding construction passenger elevators at one time.
  - Ensure employees allow for at least 6 feet of clearance between each other when lining up for the lunch truck and restrooms.
  - Hold meetings electronically rather than in person whenever possible.
  - Perform job interviews and orientations over the phone or using video conferencing.
  - Identify choke points where workers are forced to stand together (e.g. hallways, hoists, buses) and control them.

- Provide additional seating and shade structures.
- If employees are dispatched from a hiring hall, encourage the hiring hall to implement physical distancing measures, such as using additional locations for dispatch.
- Limit interaction with other contractors.
  - Where possible, limit the number of trades in the same area at the same time.
  - Maintain distance during interactions and deliveries.
- Encourage employees to avoid large gatherings and practice physical distancing during non-work hours.
- Create specific instructions for deliveries to your worksites.
  - Establish a drop-off location and all the procedures to be used at the drop-off point.
  - Create signage to easily identify drop-off points. Include contact information on the signs to assist with questions leading up to delivery and upon arrival.
  - Create procedures to disinfect deliveries, such as wiping down boxes and delivered items.
- Provide alternative methods to reduce the spread of infection when physical distancing is not possible. Engineering controls such as physical barriers between workers and face coverings can help reduce community spread of the virus.
- In addition to physical distancing, provide face coverings or ensure employees use their own face coverings. Ensure they are used in accordance with **CDPH** and **CDC** guidelines.

**At this time, health experts do not recommend the use of respirators by the general public for protection against COVID-19. However, employers must provide them to workers in the construction industry when needed to protect against other respiratory hazards.**



## Ensure Good Hygiene Practices

Ensure toilets and hand-washing facilities are readily accessible to all employees at all times.

Employers should adjust productivity expectations to allow extra time for employees to thoroughly and frequently wash their hands.

- Restrooms must be clean and sanitary.
- Hand-washing facilities must be located at or near the restrooms.
- Soap or other suitable cleansing agent and single-use towels must be provided.
- Additional hand-washing supplies should be placed as close to work areas and break areas as possible to allow for frequent hand-washing.
- Encourage more frequent hand-washing.
- Encourage more thorough hand-washing. Hands should be washed with soap and water for at least 20 seconds.
- For delivery drivers, normally accessible restrooms on routes (e.g., restaurants, coffee shops) may be closed. Employers should provide employees alternative restroom locations and allow time for employees to use them.
- If employees have limited access to hand-washing or hand sanitizing, employees as a last resort can use disposable gloves to limit hand contact with potentially contaminated surfaces. Employers should encourage employees to change gloves frequently and before touching their face, smoking, eating or using the restroom. In addition, provide an adequate supply of gloves and make them readily available. Employees should wash or sanitize hands as soon as possible after removing gloves.
- Provide hand sanitizer throughout worksites and to delivery drivers for times when access to soap and water may be limited.
- If respirators and other PPE are worn to protect against other hazards at work, hands should be washed before putting on PPE and after taking it off. Reusable PPE should be cleaned and sanitized per manufacturers' instructions.

## Implement Safe Work Practices

- Limit the sharing of tools as much as possible. If tools must be shared try to group them to be used by people who reside together or travel to work together. Shared tools must be sanitized between users.
- If fans or other means of ventilation are used on the job, place them to avoid blowing air from one worker or group of workers to another.
- Encourage workers to drive to worksites or parking areas by themselves. They should avoid having passengers or carpooling together unless they are already sheltering in place together. If carpooling cannot be avoided riders should sit as far apart as possible, wear face coverings and wash hands after the trip.
- Discourage shaking hands.
- Discourage the sharing of food and water. Provide single use bottles rather than using shared water stations or dispensers.

## What to do with Workers Who Might Be Sick with COVID-19

- Immediately send employees with **COVID-19 symptoms** home or to medical care as needed.
- Actively encourage sick employees to stay home.
- Ensure employees who are out ill with fever or acute respiratory symptoms do not return to work until both of the following occur:
  - At least three full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
  - At least 10 full days pass since symptoms first appeared.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow **CDC-recommended precautions**.

*(Continued on next page)*

- 
- Encourage sick workers to stay home by implementing work policies that do not penalize workers for missing work because they have been diagnosed with COVID-19. Consider paid sick leave benefits to help prevent the spread among workers who might otherwise work out of economic necessity. Educate eligible employees on other benefits they can access if symptoms, illness or caring for an ill family member prevents them from working.
  - The **Families First Coronavirus Response Act** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Certain counties and cities also require employers to provide sick leave benefits to workers.
  - If someone goes home because they are sick, the area where the person worked and the tools and equipment they used should be disinfected prior to use by others.
  - Establish procedures to notify local health officials upon learning that someone has a COVID-19 infection. These officials will help employers determine a course of action.
  - Employers can implement health screening programs to ensure that employees showing up to work are healthy. Employers may choose to prohibit employees with a high temperature (100.4 degrees F or higher) from entering the worksite. Train employees on self-screening before they come to work. If conducting workplace screening, provide employees performing screening with appropriate personal protective equipment. In light of personal protective equipment shortages, use gloves, eye protection and a face covering. Have screened employees wear a face covering or cover their nose and mouth with cloth or other material during screening. Use touchless thermometers. Ensure screeners maximize their distance from the employee being screened.

## Additional COVID-19 Resources for Construction

- **California Coronavirus (COVID-19) Response**
- California Coronavirus (COVID-19) Response. **COVID-19 Industry Guidance: Construction**
- California Division of Occupational Safety and Health. **Cal/OSHA Interim Guidelines for General Industry on 2019 Novel Coronavirus Disease (COVID-19)**
  - **Cal/OSHA Injury and Illness Prevention Program**
  - **Log 300 recordkeeping requirements**
  - Reporting Work-Connected Injuries - **Section 342**
- California Department of Public Health. **Asthma-Safer Cleaning and Disinfecting**
- California Department of Public Health. **Guidance for the Use of Face Coverings**
- California Labor and Workforce Development Agency. **Coronavirus 2019 (COVID-19) Resources for Employers and Workers**
- Centers for Disease Control and Prevention. **Coronavirus Disease (COVID-19)**
  - Centers for Disease Control and Prevention. **What Construction Workers Need to Know about COVID-19**
  - Centers for Disease Control and Prevention. Coronavirus Disease (COVID-19): **How It Spreads**
  - Centers for Disease Control and Prevention. Coronavirus Disease (COVID-19): **Interim Guidance for Businesses and Employers**
  - Centers for Disease Control and Prevention. Coronavirus Disease (COVID-19): **Recommendation Regarding the Use of Cloth Face Coverings**
  - Centers for Disease Control and Prevention. Coronavirus Disease (COVID-19): **Steps to help prevent the spread of COVID-19 if you are sick**
  - Centers for Disease Control and Prevention. Coronavirus Disease (COVID-19): **Symptoms**
  - Centers for Disease Control and Prevention. Coronavirus Disease. **Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings (Interim Guidance)**
  - Centers for Disease Control and Prevention. Coronavirus Disease (COVID-19): **Cleaning and Disinfecting Your Facility**
- Federal OSHA: **COVID-19**
- Federal OSHA: **COVID-19 - Control and Prevention/Construction Work**
- Federal OSHA: **Protecting Workers Who Use Cleaning Chemicals**
- Los Angeles County: **COVID-19: What you need to know about cloth face coverings**
- New York Times: **How to Stop Touching Your Face**
- Ohio Department of Health. COVID-19 Information for Businesses and Employers: **Screening Employees for COVID-19**
- The Center for Construction Research and Training (CPWR): COVID-19 Resources (**English**), (**Spanish**)
- U.S. Environmental Protection Agency: **Disinfectants for Use Against SARS-CoV-2** (the virus that causes COVID-19)
- U.S. Department of Labor. **Families First Coronavirus Response Act: Employee Paid Leave Rights**

This document is available with active links at [www.dir.ca.gov/COVID19CONST](http://www.dir.ca.gov/COVID19CONST)

For assistance regarding this subject matter, employers may contact

**Cal/OSHA Consultation Services** at: 1-800-963-9424 or

[InfoCons@dir.ca.gov](mailto:InfoCons@dir.ca.gov) [www.dir.ca.gov/dosh/consultation.html](http://www.dir.ca.gov/dosh/consultation.html)



## Guidance Revision and Updates

- July 20, 2020: Added information on the use of face coverings as reflected in the June 18, **CDPH Face Covering Guidance**. Also added information on the government-sponsored leave benefits and Governor's Executive Order N-62-20.

**Attachment F**

**County of Alameda Small Construction Project Safety Protocol**





**Order No. 20-14b - Appendix B-1**  
**Updated 7/16/20**  
**Small Construction Project Safety Protocol**

Updates are in red

1. Any construction project meeting any of the following specifications is subject to this Small Construction Project Safety Protocol (“SCP Protocol”), including public works projects unless otherwise specified by the Health Officer:
  - a. For residential projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of 10 units or less. This SCP Protocol does not apply to construction projects where a person is performing construction on their current residence either alone or solely with members of their own household.
  - b. For commercial projects, any construction, renovation, or tenant improvement project consisting of 20,000 square feet of floor area or less.
  - c. For mixed-use projects, any project that meets both of the specifications in subsection 1.a and 1.b.
  - d. All other construction projects not subject to the Large Construction Project Safety Protocol set forth in Appendix B-2.
  
2. The following restrictions and requirements must be in place at all construction job sites subject to this SCP Protocol:
  - a. Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and regulations and/or this SCP Protocol, the stricter standard shall apply.
  - b. Designate a site-specific COVID-19 supervisor or supervisors to enforce this guidance. A designated COVID-19 supervisor must be present on the construction site at all times during construction activities. A COVID-19 supervisor may be an on-site worker who is designated to serve in this role.
  - c. The COVID-19 supervisor must review this SCP Protocol with all workers and visitors to the construction site.
  - d. Establish a daily screening protocol for arriving staff to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exits to the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.
  - e. Practice social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the construction project.



**Order No. 20-14b - Appendix B-1**  
**Updated 7/16/20**

- f. Where construction work occurs within an occupied residential unit, separate work areas must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of social distancing at all times.
- g. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, separate work areas must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.
- h. Prohibit gatherings of any size on the jobsite, including gatherings for breaks or eating, except for meetings regarding compliance with this protocol or as strictly necessary to carry out a task associated with the construction project.
- i. Cal-OSHA requires employers to provide water, which should be provided in single-serve containers. Sharing of any of any food or beverage is strictly prohibited and if sharing is observed, the worker must be sent home for the day.
- j. Provide personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. At no time may a contractor secure or use medical-grade PPE unless required due to the medical nature of a jobsite. Face coverings must be worn in compliance with Section 7 of the Health Officer's Order No. 20-13, dated June 5, 2020, or any subsequently issued or amended order.
- k. Strictly control "choke points" and "high-risk areas" where workers are unable to maintain six-foot social distancing and prohibit or limit use to ensure that six-foot distance can easily be maintained between individuals.
- l. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professional and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.



**Order No. 20-14b - Appendix B-1**  
**Updated 7/16/20**

- m. Stagger trades as necessary to reduce density and allow for easy maintenance of minimum six-foot separation.
- n. Discourage workers from using others' desks, work tools, and equipment. If more than one worker uses these items, the items must be cleaned and disinfected with disinfectants that are effective against COVID-19 in between use by each new worker. Prohibit sharing of PPE.
- o. If hand washing facilities are not available at the jobsite, place portable wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.
- p. Clean and sanitize any hand washing facilities, portable wash stations, jobsite restroom areas, or other enclosed spaces daily with disinfectants that are effective against COVID-19. Frequently clean and disinfect all high touch areas, including entry and exit areas, high traffic areas, rest rooms, hand washing areas, high touch surfaces, tools, and equipment
- q. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, phone number, address, and email.
- r. Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following:
  - i. Do not touch your face with unwashed hands or with gloves.
  - ii. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
  - iii. Clean and disinfect frequently touched objects and surfaces such as work stations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
  - iv. Cover your mouth and nose when coughing or sneezing, or cough or sneeze into the crook of your arm at your elbow/sleeve.
  - v. Do not enter the jobsite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.
  - vi. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six feet at all times when not wearing the necessary PPE for working in close proximity to another person.
  - vii. Do not carpool to and from the jobsite with anyone except members of your own household unit, or as necessary for workers who have no alternative means of transportation.
  - viii. Do not share phones or PPE.
- s. In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:
  - i. Immediately remove the infected individual from the jobsite with directions to seek medical care.
  - ii. Each location the infected worker was at must be decontaminated and sanitized and work in these locations must cease until decontamination and sanitization is complete.
  - iii. The Alameda County Public Health Department must be notified immediately by email at [COVIDWorkplace@acgov.org](mailto:COVIDWorkplace@acgov.org) or by phone at (510) 268-2101. Any



**Order No. 20-14b - Appendix B-1**  
**Updated 7/16/20**

requirements specified by the County health officials must be completed, including full compliance with any tracing efforts by the County.