



CITY of CALABASAS

Date: April 10, 2020

To: Essential Calabasas Businesses

From: Maureen Tamuri AIA, AICP  
Community Development Director  
City of Calabasas

Ref: City of Calabasas Emergency Order #6  
Face Coverings, Land Use and Planning Entitlements, Open Houses, and  
Construction Site Safety

Effective today, the City of Calabasas, through an emergency order, has established additional regulations in order to guard the health and safety of residents, employees and visitors. We are providing you a copy of Emergency Order #6, which we ask you to read and familiarize yourself with. In addition to requiring of use of face coverings, it additionally requires essential businesses to prepare and submit to the City a Covid 19 Exposure Control Plan.

Attached, please find the City's recommended Covid 19 Health and Safety plan for your essential business. While we recognize that not every exposure control recommendation contained within may be appropriate to your particular business, the plan does contain key required elements of the order:

- 1) The use of face coverings at all times;
- 2) Implementation of Social Distancing measures, and
- 3) Enhanced hygiene and sanitary practices.

We are requesting that you sign and email back to us the attached Covid 19 Health and Safety Plan within three days of receipt of this letter. We recognize and thank you for your efforts to date, and for working with us to keep our community safe.

Please feel free to email me any questions you may have at [mtamuri@cityofcalabasas.com](mailto:mtamuri@cityofcalabasas.com).

Sincerely,

Maureen Tamuri AIA, AICP  
Community Development Director  
City of Calabasas

100 Civic Center Way  
Calabasas, CA 91302  
(818) 224-1600  
Fax (818) 225-7324





## CITY of CALABASAS

### **Covid 19 Health and Safety Plan for Operation of Non-Construction Essential Business City of Calabasas Emergency Order #6 Effective April 10, 2020**

I agree to implement the following Covid 19 Prevention Health and Safety requirements for the operation of my Non-Construction Essential Business in compliance with the City of Calabasas Emergency Order # 6 dated April 8<sup>th</sup>, 2020, which requires all essential businesses to develop and implement a safety and social distancing plan:

- 1) Signage shall be posted at the entrance and key internal locations within any business open to the public stating that the use of face coverings and social distancing is required at all times by all persons within the business.
- 2) All employees, customer's visitors, vendors and other individuals accessing and utilizing my business are required to wear face coverings *at all times*;
  - a. Individuals not wearing face coverings shall be denied access and/or immediately removed from the business location.
- 3) The Essential Business shall implement a program enabling all persons to observe a social distance of a minimum of 6 feet away per person while inside the business. This effort shall be evidenced by the following means and methods:
  - a. Lines or other symbols of demarcation on floors signifying six foot distances where an accumulation of persons is expected to occur, such as a check-out line or an ordering counter;
  - b. Physical or other controls at the entrances and exits to businesses open to the public which limit the potential for an accumulation of individuals;
  - c. Increasing physical space between employees at the worksite;
  - d. Discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible
  - e. Identify an employee(s) to monitor and assure that persons are staggered and complying with social distancing;
  - f. As allowable, provide for drop-off and pick-up services outside the premises, or the use of delivery services to limit both employee and customer exposure and congregation;
  - g. Delivering services remotely; downsizing operations; and,
  - h. Determining the maximum number of persons who can be within a business while still maintaining six-foot minimum social distancing, and implement entry controls as needed to ensure that the number of persons within the business does not exceed that maximum number.

**Covid 19 Health and Safety Plan for Operation of Non-Construction Essential Business  
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- 4) Assess and provide as is required the following additional Covid 19 health, safety and sanitary practices:
  - a. Implement frequent sanitizing and through cleaning of all shared and "high touch" surfaces, such as door handles, carts, baskets, countertops, credit and debit machines, gas station pumps, restroom facilities, trash cans, etc.;
  - b. Place hand sanitizers, tissues and other disinfectant products in multiple locations to encourage frequent hand washing;
  - c. Prohibit the use of private cloth or other personal bags in lieu of store provided carry-out bags to limit virus transmission;
  - d. Send sick employees home; request patrons who appear ill to leave the premises;
  - e. Individuals not wearing face coverings shall be denied access and/or immediately removed from the business location;
  - f. Remove or cordon off all indoor or outdoor seating areas which invite congregation;
  - g. Assess and provide personal protective equipment, including the provision of gloves, facemasks/coverings, gowns, eye protection, barriers etc. as is deemed necessary to reduce the risk of exposure between the public and employees;
  - h. Consider improving the engineering controls using the building ventilation system. This may include increasing ventilation rate, increasing the percentage of outdoor air that circulates into the system, increasing filtration and maintenance changes.
  
- 5) The City is requiring the following additional Covid 19 Health and Safety practices unique to your Essential Business and compliant with City of Calabasas Emergency Order 2020 #6 as follows:
  - a. None at this time.

I (name) \_\_\_\_\_, acknowledge that I have read and understand the additional Health and Safety requirements of my Essential Business under City of Calabasas Emergency Order 2020 #6, and agree to implement the above emergency guidelines in addition to all other Health and Safety laws governing my Essential Business.

I further agree to abide by and implement any future additional Health and Safety measures requested by City of Calabasas Code Enforcement officials in order to better effectuate the above guidelines.

\_\_\_\_\_  
Name of Business and Address

\_\_\_\_\_  
Signature of Responsible Manager or Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position or Title

After signing, please email this document to the attention of Elizabeth Parker at [eparker@cityofcalabasas.com](mailto:eparker@cityofcalabasas.com). Thank you.