

COVID-19 Guidance for Dry Cleaners and Launderers

Background:

COVID-19, also known as the novel coronavirus, is a respiratory illness that is spread through the air via respiratory droplets from an infected person or by touching contaminated surfaces.

Dry Cleaning and Laundry facilities in Sacramento County are allowed to be open. Guidelines for general retail businesses have been published by the State of California and must be followed to help prevent the spread of COVID-19. The guidance document is derived from the [COVID-19 General Checklist for Retail Employers](#). See additional guidance for compliance with Hazardous Materials and Waste regulations listed in this document as well.

Requirements may change. Please check the [EMD website](#) for the most current information.

Overview

Dry Cleaners and Launderers may operate with certain restrictions in workplaces in order to support a safe, clean environment for workers. Guidelines may also be found with industry trade groups that are more specific to Dry Cleaners and Launderers. As of June 18, 2020 people in CA must wear face coverings when they are in high-risk situations as listed in the [CDPH Guidance for the Use of Face Coverings](#). There are certain situations where individuals are exempt from wearing face coverings. Be sure to review the guidance for how the exemptions apply to the public and to your employees. Please consider the exemptions before excluding the public from your business and for your employees during work.

COVID-19 General Checklist for Retail Employers

This checklist is intended to assist Dry Cleaners and Launderers with implementing a plan to prevent the spread of COVID-19.

Make a written plan. It should contain the following elements:

- Identify the person in charge of implementing the plan.
- Identify the high-risk areas and activities within the facility and the measures that will be taken to limit the risks.
- Describe how training and communication with employees will be conducted.
- Describe how the facility will self-check for compliance with safety measures and the process for correcting any safety measures that are not being implemented properly.
- Develop a plan for employees that report positive COVID-19 results.
- Create a plan for addressing peak periods when potential customers may exceed facility capacity. Review this plan with the employees that will be implementing this plan.

*[Social distancing plan – Appendix A](#) or **Sacramento County “COVID-19 Prevention Plan for Manufacturing”**. The template is located on our website here: [Template Plan](#)

Provide employee training. Topics should include:

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using the [Mayo Clinic Self-Assessment Tool](#).
- The importance of not coming to work if experiencing [symptoms](#).
- Seeking medical attention if symptoms become severe per [CDC Guidance](#).
- The importance of hand washing and requirements for handwashing.
- The proper use of [face coverings](#) and requirements for wearing them.
- The importance of physical distancing, both at work and off work time.
- Ensure that temporary or contract workers are also properly trained. Discuss plan ahead of time prior to them coming to the facility.
- Information on employer or government-sponsored leave benefits including government programs supporting sick leave and worker's compensation for COVID-19.

Implement control measures and on-site employee screening

- Complete a health survey with each employee prior to the beginning of each shift and offer temperature scans for employees. (not required, but encouraged)
- Encourage employees who are sick or exhibiting [symptoms](#) of COVID-19 to stay home.
- Require frequent handwashing and use of hand sanitizer. Assign staff to regularly check soap and paper towel dispensers are stocked and functional. Keep extra batteries available for motion sensing dispensers.
- Employers should provide and ensure workers use all required protective equipment.
- Notify employees use of face coverings is required when engaged in work whether at the workplace or performing work off-site when interacting with the public or working in any space visited by members of the public regardless of whether anyone from the public is present.
- Post signs for customers and employees that face coverings are required and to maintain 6 ft. social distancing.
- Keep disposable gloves available at all times. Remind employees that gloves should be used in addition to hand washing and hands must be washed each time gloves are changed.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Do not allow workers with new or worsening symptoms of COVID-19 to return until:
 - In the case of an employee who was symptomatic with mild to moderate illness and thinks or knows they had COVID-19, they must isolate at home. The employee may return to work when **all three** of the following criteria are met:
 1. At least 10 days have passed since symptoms first appeared; and
 2. At least 24 hours have passed since last fever without the use of fever reducing medications, and
 3. Symptoms (e.g., cough, shortness of breath, etc.) have improved.
 - In the case of an employee with no symptoms of illness, but tested positive for COVID-19, the employee may return to work when there has been 10 days since the first positive test **and** they continue to have no symptoms.
 - If the case of an employee has been exposed to someone who has tested positive for COVID-19, the employee may return to work following a 14 day quarantine if there have been no symptoms.

- An exposure is defined as someone who has had close contact (less than 6 feet) for at least 15 minutes. More information on when to quarantine can be found at the [CDC website](#).
- In the case of a worker who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return until they have completed the same three step criteria listed above; if the individual has symptoms that could be COVID-19 and wants to return before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Social Distancing Guidelines

- Implement a system for addressing peak periods and the process used when a line forms, including a host to remind customers to practice physical distancing. Provide tape or markings on the floor to indicate 6 ft. separation in any area where a line might form.
- Adjust safety or other in-person meetings, including interviews, to ensure physical distance and use smaller individual meetings.
- Utilize work practices to limit the number of workers on site at one time. Scheduling, staggering shifts, and limiting overlap of personnel in work areas. Consider modified work duties.
- Close breakrooms, use barriers, or increase distance between tables and chairs. Consider outdoor break areas.
- Post signs at each public entrance to the facility informing the public to:
 - Maintain social distancing of 6 ft.
 - Stay home if they are ill or have symptoms consistent with COVID-19.
- Keep doors and windows open when possible to increase air circulation.
- Reconfigure, restrict, or close common areas, like employee break rooms. Discourage employees from congregating in high traffic areas.
- Use contactless payment, pick-up and delivery protocols whenever possible.

Cleaning, Disinfecting, and Contamination Control Measures

- Provide hand sanitizer at customer and employee entrances and check-out counters.
- Schedule time for workers to complete cleaning activities and assign a team member at each shift to oversee any additional [sanitizing procedures](#) that may be needed.
- Sanitize high contact touchpoints, such as counters, phones, door handles, credit card terminals, etc. following a regular schedule.
- Clean and sanitize table, chairs, break rooms, lunch areas, folding tables, baskets, and areas of ingress and egress including, stairways and stairwells, handrails, and elevator controls.
- Clean and sanitize customer and employee restrooms frequently.
- Clean high traffic areas thoroughly every day.
- Avoid sharing phones, office supplies, and work tools whenever possible. Never share personal protection equipment.
- Install hands-free paper towel and soap dispensers if possible.
- Employees must use personal protective equipment when offloading and storing delivered goods. Inspect deliveries and perform disinfection measures prior to storing goods.
- If used, face shields must be sanitized at the end of each shift. Clean the inside of the face shield, then outside, and then wash hands.

- Clean delivery vehicles before and after each route, carry additional sanitation materials during deliveries, and use clean personal protective equipment for each stop.
- For delivery drivers, normally accessible restrooms on routes may be closed. Employers should provide alternative restroom locations and allow extra time for employees to use them.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters, and making other modifications to increase the quantity of outside air and ventilation in work and break areas.

Please note: For high touch surfaces where chlorine bleach may be used, the CDC recommends mixing 1/3 cup of chlorine bleach per gallon of water. Do not use scented bleach or “no-splash” bleach.

Compliance with Hazardous Materials and Hazardous Waste Programs

- Ensure that compliance is maintained with storing and using Hazardous Materials for Dry Cleaning and Laundering (Cleaners, Compressed Gases, Solvents, etc.).
- If quantities of Hazardous Materials are greater than 55 gallons for liquids, 500 pounds for solids, and 200 cubic feet for compressed gases, a permit might be required from the Environmental Management Department (EMD) if not already obtained.
- Ensure that all waste streams are properly characterized (i.e., spills, equipment cleaning wastewater, sludge, spent filters, lint, etc.). Hazardous waste must be disposed of properly and should not be placed in the garbage or sewer.
- If any amount of Hazardous Waste is generated, a permit might be required from the EMD if not already obtained.
- If a permit for hazardous materials and/or hazardous wastes may be required from EMD, visit the EMD website and complete a [Business Survey Questionnaire](#). Questions can also be answered by emailing EMD at cupapermit@saccounty.net or calling (916) 875-8550

Questions

Thank you for your efforts in keeping Sacramento residents and employees safe!

- For details, refer to the State of CA [COVID-19 General Checklist for Retail Employers](#).
- If you have questions or would like to update your contact information, please call EMD at (916) 875-8550.
- For business assistance information, contact the [Sacramento Business Environmental Resource Center \(BERC\)](#).

Resources

[Statewide industry guidance](#)

[Sacramento County COVID-19 updates](#)

[CDPH Responding to COVID-19 in the Workplace](#)

[Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19](#)

Use the link above for interim requirements regarding the Cal/OSHA Injury and Illness, Prevention Program that should be revised to include information about COVID-19 and Aerosol Transmissible Diseases (ATD) for protecting workers from COVID-19.

[Dry Cleaning and Laundry Institute International COVID-19](#)

[Coin Laundry Association COVID-19 Industry Updates](#)