

## Nevada County Rebound Business Resilience Checklist & Tool Kit

A toolkit of actions to develop a resiliency plan, as well as direct actions to respond to specific hazards. ***Please take the time to read and follow all guidelines to help keep the public - along with you, your customers and staff - healthy.*** It's up to all of us to do our part to help Nevada County rebound.

### Updates

(May 12, 2020) Nevada County businesses can start preparing for Stage 2 reopening

The State has said that Nevada County is approved for the second phase of Stage 2 businesses can reopen with modifications in place. Nevada County will be among the first counties in the State to receive approval of the attestation of readiness, or readiness plan, required by the State.

**California's six indicators for modifying the stay-at-home order are [\(April 14, 2020\)](#):**

*When modifications are advanced and the state's [six indicators](#) show we've made enough progress, we can move to the next stage of the roadmap.*

- The ability to monitor and protect our communities through testing, contact tracing, isolating, and supporting those who are positive or exposed;
- The ability to prevent infection in people who are at risk for more severe COVID-19;
- The ability of the hospital and health systems to handle surges;
- The ability to develop therapeutics to meet the demand;
- The ability for businesses, schools, and child care facilities to support physical distancing; and
- The ability to determine when to reinstitute certain measures, such as the stay-at-home orders, if necessary.

### The California Resilience Roadmap

The [Resilience Roadmap](#) stages that California is using to guide its gradual reopening process are:

- Stage 1: *Safety and Preparedness* – Make workplaces safe for our essential workers.
- Stage 2: *Lower-Risk Workplaces* – Gradually re-open retail (curbside only), manufacturing & logistics. Later, relax retail restrictions, adapt & reopen schools, child care, offices & limited hospitality, personal services.

All low-risk businesses that fall into this early phase of Stage 2 should review the guidance, prepare a plan, and post the checklist for your business industry in your workplace to show customers and employees that you've reduced the risk and are open for business.

#### **Can open with modifications**

- Curbside retail, including but not limited to: Bookstores, jewelry stores, toy stores, clothing stores, shoe stores, home and furnishing stores, sporting

goods stores, antique stores, music stores, florists. Note: this will be phased in, starting first with curbside pickup and delivery only until further notice.

- Dine-in restaurants (other facility amenities, like bars or gaming areas, are not permitted)
- Supply chains supporting the above businesses, in manufacturing and logistics sectors
- Destination retail, including shopping malls and swap meets.
- Personal services, limited to: car washes, pet grooming, and landscape gardening.
- Office-based businesses (telework remains strongly encouraged)
- Schools and childcare facilities\*\*
- Outdoor museums and open gallery spaces

\*\*Although the State's Stage 2 guidance lists schools as able to reopen, Nevada County schools do not anticipate reopening until August 2020

**NOT in Stage 1 or 2: Higher-risk workplaces:**

- Personal services such as nail salons, tattoo parlors, gyms and fitness studios
- Hospitality services, such as bars and lounges
- Entertainment venues, such as movie theaters, pro sports, gaming, gambling, and arcade venues
- Indoor museums, kids museums and gallery spaces, zoos, and libraries
- Community centers, including public pools, playgrounds, and picnic areas
- Religious services and cultural ceremonies
- Nightclubs
- Concert venues
- Festivals
- Theme parks
- Hotels/lodging for leisure and tourism

- Stage 3: *Higher-Risk Workplaces* – Adapt and reopen movie theaters, religious services & more personal & hospitality services.
- Stage 4: *End of Stay at Home Order* – Reopen areas of highest risk i.e. Concerts, conventions, sports arenas.

**Before reopening, all facilities should:**

1. Perform a detailed risk assessment and implement a site-specific protection plan
2. Train employees on how to limit the spread of COVID-19, including how to [screen themselves for symptoms](#) and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidance

## Nevada County's Guidance and COVID-19 Prevention Plans for Businesses

In order to reduce the level of risk of spreading COVID-19, each business should implement a COVID-19 Prevention Plan, which will address implementing risk mitigating practices in their business to create safe environments for workers and customers. Learn more and find industry guidance for counties that have received state approval to move faster into stage 2 on the [County Variance page](#).

Both the State and Nevada County's Recovery Advisory Committee have created guidance and checklists to help local businesses create a COVID-19 Prevention Plan and reopen safely. Businesses may use effective alternative or innovative methods to build upon the guidelines. Review the guidance that is relevant to your workplace, prepare a plan based on the guidance for your industry, and put it into action. When complete, you can post the industry-specific checklist (below) in your workplace.

- State guidance for multiple business sectors: [covid19.ca.gov/roadmap](https://covid19.ca.gov/roadmap)
- [Practical Advice for Modified Business Reopening](#) (Committee Recommendations for Business Reopening) (PDF)
- [Retail Store Reopening Plan and Checklist \(PDF\)](#)
- [Restaurant Reopening Plan and Checklist \(PDF\)](#)
- [Dine-In Restaurants Industry Guidance PDF](#) - provides guidelines to create a safer environment for workers.
- [Dine-In Restaurants General Checklist PDF](#) – post in your workplace to show customers and employees that you've reduced the risk and are open for business.
- [Restaurant Customer Code of Conduct Flyers \(PDF\)](#)
- [Employee Health and Training Agreement \(PDF\)](#)
- [Customer Code of Conduct Flyer for Businesses \(PNG\)](#)
- [Healthy Workplace Toolkit](#)

Find these resources at [www.mynevadacounty.com/coronavirus/businesses](http://www.mynevadacounty.com/coronavirus/businesses). More local resources will become available as we continue to work through Stage 2 and Stage 3 reopening as a community.

While many elements of the guidance are the same across industries – such as cleaning and physical distancing – consideration was given to industry-specific methods. For example:

- Retailers should increase pickup and delivery service options and encourage physical distancing during pickup – like loading items directly into a customer's trunk or leaving items at their door.
- Retailers should install hands-free devices, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.
- Manufacturing companies should close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Warehouses should minimize transaction time between warehouse employees and transportation personnel. Perform gate check-ins and paperwork digitally if feasible.
- Warehouse workers should clean delivery vehicles and equipment before and after delivery, carry additional sanitation materials during deliveries, and use clean personal protective equipment for each delivery stop.

#### Additional Reading

[Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic](#)

OSHA & HHS [Guidance on Preparing Workplaces for COVID-19](#)

[Interim Guidance for Businesses and Employers Responding to Coronavirus Disease](#)  
[Guidance from the Alcoholic Beverage Control](#)

#### Industry Specific Guidelines

Click [here](#) for other industries in California

#### HOTEL & LODGING

The [guidance for the hotels and lodging industry](#) provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the [checklist for the hotels and lodging industry](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

#### OFFICE WORKSPACES

The [guidance for businesses operating in office workspaces](#) provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the [checklist for office workspaces](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

#### RETAIL

This [guidance for retailers](#) provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the [checklist for retailers](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

#### RESOURCES

##### PPE & CLEANING SUPPLIES & PRINTING

- Shields

Local resource for sneeze guards for register or counter top areas.

- Jason Maier 530-913-2502 [jasonbmaier@gmail.com](mailto:jasonbmaier@gmail.com)

The basic model, 2x4 feet clear with metal feet is \$125. He can deliver quickly, make custom sizes, etc.

- Moule Paint and Glass for the barriers-they can make custom plexiglass ones (please note they are on back order till the end of May)  
[\(530\) 273-4643](tel:5302734643)
- Disposable Facemasks
  - Larry and Alison Carlson  
Disposable 3-ply Face Mask  
530-770-1910  
Lar19492002@yahoo.com
  - Yuba Blue, [\(530\) 273-9620](tel:5302739620)  
<https://yubablueonline.com/> or <https://www.facebook.com/YubaBlue/>
  - Lola and Jack, (530)274-8991  
[www.lolaandjack.com](http://www.lolaandjack.com) or <https://www.facebook.com/LolaJackShop/>
  - SANDbags Designs  
[https://www.facebook.com/pg/SANDBagsDesigns/about/?ref=page\\_internal](https://www.facebook.com/pg/SANDBagsDesigns/about/?ref=page_internal)
  - M3Mall, (530) 205-8462  
Toilet paper, sanitizer, cloth and disposable masks  
Personal shoppers and delivery available  
melisa@m3mall.biz  
<http://www.m3mall.biz/?fbclid=IwAR1Y28VI-5Cw53uuBk0v2rMTivYP1VLt924iQwuWQAGLj5gu5B2te7MJlm8>
  - Grass Valley Gifts custom screen printing on masks/ now located at M3Mall in Grass Valley on Neal St [\(530\) 446-6951](tel:5304466951)
- Hand Sanitizer
  - South Fork Vodka  
South Fork Vodka can sell businesses refills. Advise them to keep what pump tops they have or can find- they're very difficult to get right now. We have half gallons and 1 gallon in cases for refills when they need it. Feel free to share my info with anyone that needs it. They will also have some business kits.
  - Dan Kennerson, Satellite Spirits, Inc.  
(916) 770-6959 DAN@satellitespirits.com
  - Gaia Soap Supply  
[\(530\) 265-2210](tel:5302652210)  
<https://www.facebook.com/gaiasoapsupply/>
  - Yuba Blue – See above for contact
- Social Distancing Signage printing and design
  - William's Stationary  
Have masks, gloves are on backorder and we have decals for social distancing  
[orders@williamsallvalue.com](mailto:orders@williamsallvalue.com)  
[\(530\) 273-7365](tel:5302737365)  
<http://v501.britlink.com/p1544/williamsstationery>
  - Walker's Stationary  
Signs, gloves, masks, sneeze guards, barriers, personal spacing discs

[myles@walkersoffice.com](mailto:myles@walkersoffice.com)

Office: 530-273-2283

<https://www.walkersoffice.com/>

- Staples: Supplies, printing  
[\(530\) 477-6700](tel:5304776700)
- Menu Printing
  - Real Graphic Design GV  
<https://therealgraphicsource.com/>
  - UPS Store GV #5417  
[\(530\) 272-6000](tel:5302726000)  
[https://locations.theupsstore.com/ca/grass-valley/111-bank-st?utm\\_source=Yext&utm\\_medium=organic&utm\\_campaign=Listings](https://locations.theupsstore.com/ca/grass-valley/111-bank-st?utm_source=Yext&utm_medium=organic&utm_campaign=Listings)

#### Additional Resources

##### Education and technical assistance

- Quietech Associates Inc  
[\(530\) 272-6680](tel:5302726680)  
<https://quietechassociates.com/>
- E-Commerce Free Class (deadline May 14<sup>th</sup>)  
Ready Set Pivot - Bringing Nevada County Small Businesses Online  
In response to the immediate and essential need for small businesses to establish an online retail presence, Rebound Nevada County is launching the E-commerce Business Ignitor Course. This course is primarily geared toward local brick-and-mortar retailers who understand that adding online sales is critical to business operations going forward. If you are interested in applying for enrollment, please visit <http://www.sierracommons.org/ignitor> by Thursday, May 14th to begin the process. Classes are held Monday, May 18 through Friday, May 22 from 8:30 a.m. to 10:30 a.m.

##### Information on Testing

*Recently, the California Department of Public Health expanded eligibility for COVID-19 testing. Anyone who meets the testing criteria can be tested at an OptumServe community testing site, including uninsured, underinsured, undocumented and homeless individuals. Click here, to find a COVID-19 testing site near you. Contact your health plan for additional testing options.*

- **Western Nevada County** - Visit <https://lhi.care/covidtesting> (or call 1-888-634-1123 during business hours) to see if you are eligible for a test and make an appointment. In Grass Valley, the Grass Valley Veterans Hall will serve as the testing site.
- **Eastern Nevada County** - Visit <https://lhi.care/covidtesting> (or call 1-888-634-1123 during business hours) to see if you are eligible for a test and make an appointment. In Kings Beach, the North Tahoe Event Center will serve as the testing site.

##### **Payment**

If an individual has medical insurance, OptumServe will bill the patient's medical insurance company. Uninsured individuals may also use the community test site, and their tests will be paid for by the state.

## PLANNING FOR THE FUTURE

### Small Business Action Plans

[Get downloadable guides to manage your organization through tough times.](#)

### Preparing Your Business for a Post Pandemic World

<https://hbr.org/2020/04/preparing-your-business-for-a-post-pandemic-world>

### The California Entrepreneurship Task Force

Listen/Watch a series of COVID-19 Rapid Response Virtual Sessions to engage with fellow small business owners and entrepreneurs across our state.

- [May 8, 2020 – 11:00am – Bridging Re-opening Digital Tools & Strategies](#)
- [Friday, April 24, 2020 – 11:00am – Access to Capital – Alternative Sources.](#)
- [Friday, April 10, 2020, 11:00am – Meet This Moment.](#)
- [March 27, 2020 – Connect to Small Business Resources](#)

This kit was prepared by the Nevada County Rebound Team using information from the County of Nevada, State of California, OSHA, CDC, and United States Government. Rebound Nevada County is a collaborative group including the Sierra Small Business Development Center (SBDC), Nevada City and Grass Valley Chambers, the cities of Nevada and Grass Valley, Sierra Commons, Grass Valley Downtown Association, Nevada City Film Festival, Bear Yuba Land Trust, Miners Foundry Cultural Center, Nevada County Arts Council, Nevada County Economic Resource Council (ERC), and the Sierra Business Council.

To better serve you please consider taking the COVID-19 Business Survey for [Grass Valley](#) and [Nevada City](#).