

City of Weslaco

"The City on the Grow"



David Suarez, Mayor
Letty Lopez, Mayor Pro-Tem, District 5
Leo Muñoz, Commissioner, District 1
Greg Kerr, Commissioner, District 2
Jose "J.P." Rodriguez, Commissioner, District 3
Adrian Farias, Commissioner, District 4
Josh Pedraza, Commissioner, District 6

Mike R. Perez, City Manager

Work Safe Plan

May 19, 2020

Businesses and organizations identified by the Department of Homeland Security, through the National Cybersecurity and Infrastructure Agency, as critical to the nation's infrastructure may continue to operate. However, any business or organization that continues to operate **must implement and enforce distancing, sanitation, and hygiene practices.**

To comply with Governor Abbott's executive order, all operating businesses and organizations must submit a **Work Safe Plan** to the City of Weslaco by email to oemworkplan@weslacotx.gov by:

Barber shops and Hair salons : **Thursday, May 7, 2020 at 3:00 PM** Gyms and Fitness Centers: **Friday, May 15, 2020 at 3:00 PM**
Youth clubs: **Thursday, May 21, 2020 at 3:00 PM** Massage and tattoo shops: **Prior to opening**
Bars: **Thursday, May 21, 2020 at 3:00 PM**

Forms must be typed and scanned to email address. Hand-written forms and pictures will NOT be accepted. All 3 pages must be complete and must include the plan in the Standard Health Protocols.

As owner, operator, or representative of _____, a business or organization that will continue to operate, I certify that:

To the maximum extent possible, ensure that all customers and all employees stay at least six feet away from each other at all times.

Additional Comments:

To the maximum extent possible, minimize employees on site, minimize in person meetings, and allow employees to work from home.

Additional Comments:

Provide sanitation supplies accessible and available to all employees such as disinfectants, hand sanitizer comprised of at least 60% alcohol, and soap.

Additional Comments:

Provide hand sanitation at all entrances for customers.

Additional Comments:

If an employee reports possible exposure, or reports or shows symptoms of COVID-19, send the employee home and sanitize the employee's work area.
Additional Comments:

Mandate that employees clean and sanitize work areas, including vehicles, at least twice during the workday.
Additional Comments:

Perform thorough cleaning/sanitation of all common areas and surface areas at least once during the workday.
Additional Comments:

Prior to beginning work, screen all employees and send home any employee who:

- Shows signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low- grade fever, or
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness.

Additional Comments:

Date: _____, 2020

Business/Organization Name Address:

OWNER/OPERATOR/REPRESENTATIVE'S SIGNATURE

Name: Title: _____

Phone Number: _____

Work Safe Plans should be submitted via email to oemworkplan@weslacotx.gov

Answer all questions below for the Work Safe Plan

- Name of company, contact person, address and phone number;

- How many employees will be at your facility per shift;

- What are your hours of operation and specific shift hours;

- What is your occupancy load? If you don't have one, please use the following guidelines:
 - Restaurants-how many seats do you have for customers?
 - Barbershops hair and nail salons-How many seats in your waiting area? How many chairs do you have for customers?
 - Gyms and fitness centers-What is the usable square footage for customers?
 - Gyms and fitness centers must submit a floor layout of all workout equipment and fitness group areas.

- For Gyms and fitness centers-How will you ensure that all equipment is disinfected between use of each customer? This must be done by the employee, not the customer.

- How will you ensure that all customers and all employees will stay at least 6 feet away from each other at all times;

- Where are your sanitation supplies such as disinfectants, hand sanitizer comprised of at least 60% alcohol, and soap? Is it accessible to the employees and customers?

- What is your procedure if an employee reports a possible exposure, reports or shows symptoms of Covid19? Please include that they will be sent home after sanitizing their work area;

- Where are the locations of hand sanitizers for customers?

- Show us your plan for mandating employees to clean and sanitize their work areas, including fitness equipment/classrooms after every use.

- Show us your plan on performing a thorough cleaning/sanitation of all common areas and surface areas after every use.;

- Show us your plan on how you're going to begin each workday by screening all employees. Be sure to include the following criteria:
 - How will you screen employees for signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever?
 - How will you screen employees to see if they had contact, in the previous 14 days with a confirmed diagnosis Covid-19, is under investigation, or ill with a respiratory illness?