

# IT'S RIGHT IN OUR BACKYARD



DUBLIN  
CALIFORNIA

## Special Notice to Dublin Businesses

### Business Restrictions and Requirements Under the Updated Shelter-in-Place Order

#### Required Social Distancing Protocol

No later than 11:59 p.m. on Thursday, April 2, 2020, any Essential Business that continues to operate facilities in Alameda County must complete and post the Social Distancing Protocol.

Alameda County has provided fillable templates in the following languages:

[English](#) | [Spanish](#) | [Chinese](#) | [Vietnamese](#)

Essential Businesses must:

- Post their "Social Distancing Protocol" at each of their facilities in Alameda County frequented by the public or employees.
- The Social Distancing Protocol **must** be posted at or near the entrance of the relevant facility, and shall be easily viewable by the public and employees.
- A copy of the Social Distancing Protocol **must** also be provided to each employee performing work at the facility.
- All Essential Businesses **shall** implement the Social Distancing Protocol and provide evidence of its implementation to any authority enforcing this Order upon demand.
- The Social Distancing Protocol **must** explain how the business is achieving the following:
  - Limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another

### City Contacts

General Information  
(925) 833-6650

City Manager  
(925) 833-6650

Community Development  
(925) 833-6620

Economic Development  
(925) 833-6650

Environmental Services  
(925) 833-6630

Administrative Services  
(925) 833-6640

Fire Prevention  
(925) 833-6606

Human Resources  
(925) 833-6605

Parks and Community Services  
(925) 556-4500

Police (non-emergency)  
(925) 833-6670

Public Works  
(925) 833-6630

City of Dublin



- at all times, except as required to complete the Essential Business activity;
- Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;
- Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers);
- Providing for contactless payment systems or, if not feasible to do so, the providing for disinfecting all payment portals, pens, and styluses after each use;
- Regularly disinfecting other high-touch surfaces; and
- Posting a sign at the entrance of the facility informing all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into one's elbow; not shake hands or engage in any unnecessary physical contact.
- Any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention's [guidance](#)).

Please refer to the Alameda County Public Health Department [website](#) for more details.

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## Sample Sign for Open Facilities

In addition to posting your "Social Distancing Protocol" at each facility frequented by the public or employees, you must also post a sign at the entrance(s) to those facilities. The Order specifies the language that is required to be on the sign. You may create your own branded sign.

As a courtesy, the City has created sample signs that meet the County's requirements.

Download the sample sign in the following languages:

[English](#) | [Spanish](#) | [Chinese](#) | [Vietnamese](#)

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## Minimum Basic Operations for Non-Essential Businesses

All businesses may continue operations consisting exclusively of owners, employees, volunteers, or contractors performing activities at their own residences (i.e., working from home).

Per Section 5 of the Order, all businesses (except Essential Businesses as defined in Section 13.f) are required to cease all activities at facilities located within the County except the following Minimum Basic Operations.

Provided that owners, employees, and contractors comply with Social Distancing Requirements (as defined in the Order) to the extent possible, while carrying out such operations, businesses may perform:

- i. The minimum necessary activities to maintain and protect the value of the business's inventory and facilities; ensure security, safety, and sanitation; process payroll and employee benefits; provide for the delivery of existing inventory directly to residences or businesses; and related functions.
- ii. The minimum necessary activities to facilitate owners, employees, and contractors of the business being able to continue to work remotely from their residences, and to ensure that the business can deliver its service remotely.

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## Revised Alameda County Shelter-in-Place Order

On March 31, 2020, the Health Officer of Alameda County extended the existing Shelter-in-Place Order through May 3, 2020 to prevent the spread of COVID-19 (Coronavirus). The new Order is also more restrictive in a number of ways.

Major new restrictions for businesses went into effect immediately and include:

- Social distancing requirements are **now mandatory**.
- Before Friday, April 3, 2020, essential businesses that continue to operate **must complete, post, and implement a social distancing protocol for each facility**.
- Essential businesses that continue to operate facilities in the County **must scale down operations to their essential component only and maximize**

- **the number of employees who work from home.**
- Businesses that supply products needed for people to work from home **are no longer essential businesses** under the Order and must cease operations (except minimum basic operations).
- Most construction - residential and commercial - **is prohibited**. Exceptions are detailed in the Order.
- Childcare facilities are permitted if they are providing services that enable owners, employees, volunteers, and contractors for Essential Businesses or Essential Governmental Functions to work are permitted.

Read the:

[Health Officer Order](#)

[Summary of Major Changes](#)

[Frequently Asked Questions](#)

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## We're Here for You

The City of Dublin appreciates our business community and remains committed to being your source for reliable and accessible information and resources. The City continues to maintain a COVID-19 [webpage](#) and a COVID-19 Business Impacts [webpage](#) to provide you with up-to-date information and resources.

The Economic Development Division team is available via [email](#) or by calling 925-833-6650. Language assistance is available over the phone by request.

The Dublin Business News Update is a monthly publication highlighting the latest news and event affecting the business community. For more information or assistance, please contact Economic Development via email, [economic.development@dublin.ca.gov](mailto:economic.development@dublin.ca.gov), or phone: (925) 833-6650.

**City of Dublin**

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