

COVID-19 PREVENTION PLAN

_____ (_____) is committed to maintaining a safe and healthy working environment. To achieve this, we have implemented this *COVID-19 Prevention Plan* (Plan) to prevent the spread of the novel coronavirus (SARS-COV-2) and Coronavirus Disease 2019 (COVID-19) infections at work.

Person Responsible For Implementation

_____ is the person responsible for the implementation of this Plan at _____. He/she can be reached at (____)_____ or _____@_____.

Measures Taken To Prevent Spread Of The Virus

- Temperature and/or symptoms checks.
- Require employees to use a cloth face covering and/or mask.
- Provide employees with appropriate personal protective equipment (i.e. disposable gloves).
- Implement physical distancing measures in the workplace to separate employees, customers, and other visitors by at least six feet, such as visual cues, reconfiguring space and limiting number of customers in space.
- Reconfigure, restrict, or close common areas and provide alternatives in order to observe physical distancing.
- Thoroughly and routinely clean high traffic areas.
- Avoid shared workspaces and shared work items to the extent possible.
- Frequently clean and disinfect commonly used surfaces, objects, and areas touched by employees and customers.
- Clean and disinfect touchable surfaces between customers.
- Protect cashiers and other workers who have frequent interaction with the customers with engineering controls such as Plexiglas screens or other physical barriers, or spatial barriers of at least six feet, if feasible.
- If exposures to the general public cannot be eliminated with engineering controls, require or encourage customers to wear face coverings.
- Provide employees with hand sanitizer, tissues and no-touch disposal trash cans.
- Provide hand sanitizer stations for customers.

- Permit employees to wash their hands every 30 minutes and additionally, as needed.
- Provide appropriate personal protective equipment to employees who use cleaners and disinfectants.
- Encourage sick employees or those exhibiting symptoms of COVID-19 to stay home.
- Immediately send employees home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- Ensure employees who are out ill with a fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least three full days with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least 10 days pass since the symptoms first appeared.
- Ensure employees that return to work following an illness promptly report any recurrence of symptoms.
- Provide paid sick leave and/or expanded family and medical leave for specified reasons related to COVID-19 if required to by the Families First Coronavirus Response Act.
- Encourage employees to telework when possible.
- Follow *Cal/OSHA*, Food & Drug Administration (FDA), and *Center for Disease Control and Prevention* (CDC) guidelines.

Training And Communication With Employees

_____ has provided training and written materials, which will be frequently updated, to employees about the following:

- Information on COVID-19, its symptoms, when to seek medical attention, how to prevent the spread of COVID-19, and workplace procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- The proper use of face covering and/or masks.
- Cough and sneezing etiquette.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers.

- How to safely use cleaners and disinfectants
- Information on self-screening at home, including temperature and/or symptom checks following the CDC guidelines.
- The importance of not coming to work and notifying his/her supervisor if the employee has a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, or if the employee or someone the employee lives with has been diagnosed with COVID-19.
- The importance of frequent and proper hand washing, including washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects, as well as every 30 minutes and additionally as needed.
- The importance of physical distancing.
- Avoiding non-essential travel if possible and to check the CDC's Traveler's Health Notices prior to travel.

Compliance Process

_____ will evaluate this Plan initially, and periodically thereafter, to identify shortcomings and opportunities for improvement. Whenever a problem is identified in any part of this Plan, _____ will take prompt action to correct the problem and prevent its reoccurrence.

Employees may participate in the Plan's evaluation by contacting the Person Responsible for Implementation (_____). Employees are also encouraged to immediately report any observed unsafe conditions to the Person Responsible for Implementation, and to take prompt corrective action to the extent of their abilities.

Process To Manage COVID-19 Cases

- Immediately isolate employees who appear to have symptoms from other employees, customers, or visitors. Employees who appear to have symptoms will be immediately sent home or safely transported home or to a healthcare provider.
- Close, clean and disinfect following CDC and *Environmental Protection Agency's* recommendations all areas where the employee, who is suspected or confirmed to have COVID-19, worked and may have been, including breakrooms, restrooms and travel areas.
- Determine which employees may have been exposed to the virus and may need to take additional precautions.
- Inform employees of their possible exposure, while maintaining confidentiality, as required by law and under the CDC guidelines.

- Follow public health authorities' reporting requirements and/or recommendations for any community-related exposure, as required by law.
- Refer employees to the workers' compensation system under appropriate circumstances.
- Require a doctor's note certifying fitness for duty for employees after exhibiting symptoms or diagnosed with COVID-19 prior to returning to work.

Each employee is responsible for following this Plan and observing our safety policies and procedures.

REVISED AS OF MAY 28, 2020.