

RANCHO MESA INSURANCE SERVICES, INC.  
**COVID-19 Prevention Program Template**

*This template is designed to assist organizations in the development of a written COVID-19 Prevention Program based on the Emergency Temporary Standards adopted by California’s Department of Industrial Relations Occupational Safety & Health Administration (Cal/OSHA) in November 2020 and revised in June 2021. It may not meet all Federal, State and local requirements. Please consult your state’s Occupational Safety & Health Administration and local Public Health Department for specific requirements for your area.*

*Remember, this template alone is not enough to be in compliance. It must be adapted to your organization and specific locations, as well as implemented. Your organization may require additional information if you provide employee housing and/or transportation.*

*Delete this section before saving your COVID-19 Prevention Program.*

This document outlines the COVID-19 Prevention Program established by \_\_\_\_\_ (“Company”) and adopted on \_\_\_\_\_.

A copy of this COVID-19 Prevention Program is located at \_\_\_\_\_.

For this facility and operation, the following person will lead the development, implementation, and updating of the COVID-19 Prevention Program:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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## Identification and Evaluation of Hazards

Employees and authorized employee representatives will participate in the identification and evaluation of COVID-19 hazards.

### IDENTIFICATION

- The Company will conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards and implement prevention controls, like providing handwashing facilities, hand sanitizer, cleaning and disinfecting supplies, etc.
- Employees must evaluate their own symptoms before reporting to work.
- Where required by local, state or federal agencies, if employee screenings are conducted indoors at the workplace, face coverings will be used for both the screener and employee who are not fully vaccinated. If temperatures will be measured, a no-contact thermometer will be used.
- Employees with COVID-19 symptoms must contact their supervisor/manager immediately by phone or text and are not permitted to report to work or be within six feet of employees, clients or vendors until permission is received from the employee's supervisor/manager.

### EVALUATION

- The Company will evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- Employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors will be evaluated.
- For indoor locations, air circulation will be evaluated to maximize ventilation with outdoor air by opening doors/windows and increasing filtration efficiency to the highest level compatible with the existing ventilation system.

## Investigating and Responding to COVID-19 cases in the Workplace

The Company has established a procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

- Upon learning an employee may have COVID-19 symptoms:
  - The employee's supervisor/manager/screener will evaluate the employee's COVID-19 symptoms using the Coronavirus Self-Checker provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>.

- The supervisor/manager/screener and employee must be socially distanced and wearing a face covering if they are physically in the same area while completing the Self-Checker and if they are not fully vaccinated.
- The supervisor/manager/screener will determine a course of action based on the guidance provided by the CDC's Self-Checker.
  - If it is determined by the supervisor/manager/screener that the employee should be tested for COVID-19, the employee can go to the following location(s) during working hours for testing that will be paid for by the employer:
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
- When there has been a COVID-19 case at the workplace, the following steps will be taken:
  - Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
  - Determine who may have had a close contact with the COVID-19 case. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
  - Provide notice of a close contact within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
    - All employees who may have had a close contact and their authorized representatives.
    - Independent contractors and other employers present at the workplace during the high-risk exposure period.
  - Make COVID-19 testing available to at no cost during paid time to all employees of the Company who had a close contact in the workplace and provide them with the information on benefits with the exceptions:
    - Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
    - COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
  - Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records will be kept confidential unless disclosure is required or permitted by law.

## Correction of COVID-19 Hazards

The Company has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

These include, but are not limited to implementing controls and/or policies and procedures in response to the evaluations conducted and implementing the controls required mentioned in the Evaluation section of this document.

## Training and Instruction

The Company will provide effective training and instruction to employees that includes the following:

- A digital or printed copy of the COVID-19 Prevention Program and any other policies and procedures designed to protect employees from COVID-19 hazards.
- A digital or printed copy of COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Online, digital, printed, in-person or this document will be used for COVID-19 General Awareness Training that provides required information about COVID-19, including:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common.
  - COVID-19 symptoms include, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. It is important to not come to work if you (i.e., the employee) has any of these symptoms and obtain a COVID-19 test if you have COVID-19 symptoms in order to stop the spread of COVID-19 to others in the workplace.

Vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death. The Company encourages its employees to get the COVID-19 vaccine.

To find vaccination locations, visit \_\_\_\_\_.

- To access COVID-19 testing, refer to section “Investigating and Responding to COVID-19 cases in the Workplace” of this document.
- An infectious person may have no symptoms.

- Frequent hand washing with soap and water for at least 20 seconds is important. Use hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and hand sanitizer does not work if the hands are soiled.
- Particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- Employees not fully vaccinated have a right to request a respirator (N95) from the Company for voluntary use without fear of retaliation and at no cost to employees.

Facial hair interferes with the seal of the respirator.

Training from the U.S. Department of Labor on how to properly wear the respirator and how to perform a seal check can be found at <https://www.cdc.gov/niosh/topics/respirators/default.html>. Manufacturer’s instructions for proper use are also available from the Company.

- Face coverings are not respiratory protective equipment.

Training on proper face covering usage can be found in the Risk Management Center or at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>.

COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.

- For scenarios where face coverings must be wore in the workplace, visit the “Face Coverings” section of this document.
- Face coverings are additionally recommended but not required outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the Company at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

## Face Coverings

- The Company will provide face coverings to all employees regardless of vaccination status.
- The Company will ensure face coverings are worn properly by employees when required by orders from the \_\_\_\_\_ Department of Public Health.
- Fully vaccinated employees are not required to wear a face covering in the workplace.
- For all employees who are not fully vaccinated or when required by a health order or outbreak, face coverings will be worn when indoors, or in vehicles, except:
  - When an employee is alone in a room or vehicle.

- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible possible.
- Employees wearing respirators required by the employer and used in compliance with section 5144.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
- Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
- Any employee not wearing a face covering, pursuant to the exceptions above, and not wearing a non-restrictive alternative when allowed, shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. The Company will not use this provision as an alternative to face coverings when face coverings are otherwise required.
- The Company will not prevent any employee from wearing a face covering when not required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- The Company will implement measures to communicate to non-employees the face covering requirements on their premises.

## Engineering Controls, Administrative Controls and Personal Protective Equipment

### SITE-SPECIFIC ENGINEERING CONTROLS

- For buildings with mechanical or natural ventilation, or both, the Company has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

### ADMINISTRATIVE CONTROLS

- The Company has implemented cleaning and disinfecting procedures, which require:
  - Identifying and regularly cleaning frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels. The Company has informed employees and authorized employee representatives of cleaning and disinfection protocols, including

the planned frequency and scope of cleaning and disinfection. The cleaning and disinfecting schedule is as follows:

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- Areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, will be cleaned and disinfected if it is indoors and will be used by another employee within 24 hours of the COVID-19 case. The cleaning and disinfection will be done in a manner that does not create a hazard to employees.
- To protect employees from COVID-19 hazards, the Company will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

The Company encourages employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

**PERSONAL PROTECTIVE EQUIPMENT**

- The Company will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provides such personal protective equipment, as needed.
- Upon request, the Company will provide respirators of the correct size for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.
- The Company encourages unvaccinated employees to voluntarily wear a respirator.
- The Company will provide and ensure the use of respirators when deemed necessary.
- The Company will provide and ensure use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

**Reporting, Recordkeeping and Access**

- The Company will report and provide all required information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law.
- The Company will maintain records of the steps taken to implement the written COVID-19 Prevention Program.

- The written COVID-19 Prevention Program is available at the workplace to employees, authorized employee representatives, and to representatives of \_\_\_\_\_ OSHA immediately upon request.
- The Company will keep a record of and track all COVID-19 cases with:
  - Employee’s name
  - Contact information
  - Occupation
  - Location where the employee worked
  - Date of the last day at the workplace
  - Date of a positive COVID-19 test.

## Exclusion of COVID-19 Cases and Employees who had a Close Contact

The following describes how the Company limits transmission of COVID-19 in the workplace.

### Investigating and Responding to COVID-19 cases in the Workplace

- The Company will ensure that COVID-19 cases and employees who had a close contact are excluded from the workplace until the employee is safe to return, according to CDC guidelines. See the section “Investigating and Responding to COVID-19 cases in the Workplace” of this document.
- The Company will exclude from the workplace employees who had a close contact until the return to work requirements of subsection 3205(c)(10) are met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
  - COVID-19 cases who returned to work pursuant to subsection 3205(c)(11)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work and otherwise able and available to work, the Company will continue and maintain an employee’s earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. The Company may use employer-provided employee sick leave for this purpose to the extent permitted by law. If one of the exceptions below applies, the Company will inform the employee:
  - Where the employee received disability payments or was covered by workers’ compensation and received temporary disability.
  - Where the employer demonstrates that the close contact is not work related.



- This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.
- At the time of exclusion, the Company will provide the employee information on COVID-19 benefits.

## Return to Work Criteria

- COVID-19 cases with COVID-19 symptoms shall not return to work until all of following have been met:
  - At least 24 hours have passed since a fever of 100.4 degree Fahrenheit or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- Persons who had a close contact may return to work as follows:
  - Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
  - Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (c)(10)(A) have been met, unless all of the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms.
    - At least 10 days have passed since the last known close contact.
    - The person has been symptom-free for at least 24 hours, without using fever reducing medications.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work period in section “Exclusion of COVID-19 Cases and Employees who Had a Close Contact” of this document.

## Multiple COVID-19 Infections and Outbreaks

This section applies to a workplace if three or more employee COVID-19 cases within an exposed group, visited the workplace during their high-risk exposure period at any time during a 14-day period. This section applies until there are no new COVID-19 cases detected in a workplace for a 14-day period.

- The Company will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.
- COVID-19 testing will consist of the following:
  - The Company will make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:
    - Employees who were not present at the workplace during the relevant 14-day period(s).
    - Employees who were fully vaccinated before section 3205.1 became applicable to the workplace and who do not have COVID-19 symptoms.
    - For COVID-19 cases who did not develop COVID-19 symptoms after returning to work pursuant to subsections 3205(c)(10)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
  - Immediately upon being covered by this section, testing will be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests required by the previous item, the Company will make COVID-19 testing available once a week at no cost, during paid time to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies.
  - The Company will provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3.

- The Company will make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by \_\_\_\_\_ OSHA.
- The Company will continue to comply with all applicable provisions of section 3205, and will also do the following:
  - Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(c)(6)(D) applies.
  - The Company will give notice to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.
  - The Company will evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.
- The Company will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:
  - Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
  - The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
  - The Company will implement changes to reduce the transmission of COVID-19 based on the investigation and review requirements outlined in this document. The Company will consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as feasible, requiring respiratory protection, and other applicable controls.

## Major COVID-19 Outbreaks

This section applies to any workplace if 20 or more employee COVID-19 cases in an exposed group, visited the workplace during their high-risk exposure period within a 30-day period. This section applies until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

- The Company will continue to provide testing described in the section "Multiple COVID-19 Infections and COVID-19 Outbreaks" of this document, regardless of vaccination status.

- The Company will comply with the requirements of the “Investigating and Responding to COVID-19 cases in the Workplace” section of this document.
- The Company will take the following actions:
  - The Company will provide a respirator for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
  - Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
  - At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement in subsection (c)(2) is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
  - The Company will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
  - Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.
- The Company will comply with the requirements of section 3205.1(f) of the California Code of Regulations.

