

_____’S INJURY ILLNESS PREVENTION PROGRAM (“IIPP”) COVID-19 INFECTION PREVENTION PROGRAM ADDENDUM

UPDATED: _____

This document is an Addendum to _____’s IIPP and is intended to supplement that document as applicable. It addresses _____’s measures to prevent the spread of COVID-19. It will remain in place until _____ receives further direction from government officials and will be revised as needed.

COMPANY POLICY

_____ is committed to preventing workplace hazards that could result in employee injury and/or illness; and to complying with all applicable state and local occupational health and safety regulations. The following COVID-19 Infection Prevention Program has been temporarily established to help make sure affected employees understand the dangers of COVID-19 and how to prevent spread of this disease in the workplace. Implementation of our COVID-19 Infection Prevention Program is consistent with our existing IIPP. This program applies to all locations where _____ operates and is available for review by any employee.

HAZARD ASSESSMENT

_____ will:

- . Monitor the workplace for employees and visitors exhibiting signs or symptoms of COVID-19.
- . Take diagnostic measures to assess for COVID-19 symptoms, which may include [daily temperature checks, questionnaires, symptom screenings, etc.].

WORKER PERSONAL RESPONSIBILITIES

_____ will:

- . Encourage sick employees to stay home.
- . Quarantine employees who exhibit acute respiratory illness or fever while on-site and then send them home.
- . Instruct employees and visitors not to share personal items including, but not limited to, mobile phones and other electronic devices, personal tools, office supplies, dishes, and other food utensils.
- . Post signage for all employees, vendors and guests to adhere to:
 - . Avoid entering the facility if you have a cough or fever, maintain a minimum of six (6) feet distance from one another, and engage in any unnecessary physical contact.

SOCIAL DISTANCING

_____ will:

- . Instruct employees and visitors that physical distancing of at least six (6) feet shall be maintained between persons while on premises.
- . Limit the number of persons on a job site by measures including, but not limited to, [staggering shifts and break times, allow nonessential personnel to work from home, establish delivery drop-off points away from high traffic areas, etc.].
- . Prohibit physical contact between employees.
 - . Encourage additional spacing of employees to support safe social distancing.
- . Consider and, when possible, implement increased workplace ventilation, barriers, and employee work practices that reduce risk.
- . Conduct diagnostic measures to assess for COVID-19 symptoms, which may include daily temperature checks, questionnaires and health survey, symptom screenings, etc., where required by applicable health order.

SOCIAL DISTANCING CONT.

_____ practices social distancing of at least six (6) feet of separation to the extent possible in all work areas including outdoors, vehicles, structures, facilities, and offices. This includes:

- . Between dining tables;
- . Between guests waiting in line for host stand;
- . Between guests waiting in line for restrooms;
- . Before work shift;
- . While working;
- . After work shift;
- . Coming and going from vehicles;
- . Entering, working, and exiting buildings and structures;
- . During meal and rest breaks; and
- . When performing work activities, including use of tools and equipment

Access to _____ property and/or facilities is limited to employees. Vendors and other non-employee visitors must adhere to the following expectations:

- . Vendors must be approved before arriving. Individuals displaying COVID-19 symptoms will not be allowed to access the property;
- . Personal interaction with vendors and other non-employees is limited to the extent possible;
- . Visitors who must enter the facility are expected to follow hygiene and social distancing practices outlined in the employee expectations; and
- . To the extent possible, outside deliveries are dropped off at a designated area away from employees and high-traffic areas.

SANITATION

_____ will:

- . Provide readily accessible handwashing and sanitizing stations throughout the job site.
- . Allow employees sufficient time for frequent handwashing during the workday.
- . Encourage all employees and visitors to frequently wash hands with soap and water for at least 20 seconds.
- . Frequently clean and disinfect workplaces, equipment, furniture, frequently touched surfaces and common areas throughout the day.
- . Provide no-touch trash cans and hand sanitizer for use by employees.
- . Maintain Safety Data Sheets (SDS) for all disinfectants and chemicals onsite.
- . Frequently clean and disinfect used work surfaces based on current CDC guidelines, the State of California guidelines, and the applicable local County and/or City guidelines.
- . Remove condiment items available to guests/employees.
- . Remove self-service buffets/areas for guests.
- . Provide single-use menus.
- . Provide single-use or washable chip or bread baskets.
- . Disinfect restrooms and high touch/use areas every hour.

EMPLOYEE TRAINING

_____ will:

- . Train employees on COVID-19 symptoms and appropriate measures to mitigate spread as provided by California's COVID-19 response webpage, www.covid19.ca.gov.
- . Provide training to employees on measures to be employed at the worksite to mitigate the spread of COVID-19, including but not limited to:
 - . Cough and sneeze etiquette;
 - . Hand hygiene;
 - . Avoiding close contact with sick persons;
 - . Avoiding touching eyes, nose and mouth with unwashed hands;
 - . Avoiding sharing personal items with coworkers;
 - . Safe use of cleaners and disinfectants by following label directions and wearing proper personal protective equipment;
 - . Advising employees to check CDC Health Travel Notice before traveling;
 - . Steps to prevent the spread of COVID-19 infection;
 - . Importance of frequent hand washing/hand sanitizing;
 - . Importance of maintaining safe physical distancing;
 - . Safely using cleaners and disinfectants (60%+ alcohol) on surfaces and objects; and
 - . Updated service policies & procedures related to COVID-19 mitigation.

PERSONAL PROTECTIVE EQUIPMENT

_____ will:

- . Ensure that all personnel and visitors wear face coverings while on site.
- . Require necessary personal protective equipment to mitigate the spread of COVID-19, including but not limited to, [gloves, eye protection, etc.] while on site.
- . Prohibit personnel and visitors from sharing personal protective equipment.

EMPLOYEE EXPECTATIONS

Employees must adhere to following expectations:

- . Avoid entering the facility if you have a cough or fever and do not engage in any unnecessary physical contact.
 - . NO form of shaking hands, hugging, or touching others.
- . Face coverings are mandatory while on _____'s property.
- . Socially distance (at least six (6) feet), when possible, from fellow employees and customers.
- . Frequent changing of gloves and/or handwashing between every cleaning of table or touching of a guest's plate, cup, cash, credit card, etc. is required.
- . Monitor the workplace.
- . Stay at home when sick and avoid close contact with others.
- . Clean surfaces before and after use in common areas, and when using shared equipment.
- . Avoid touching mouth, nose, and eyes.
- . Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
 - . Wash and sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.

EMPLOYEE EXPECTATIONS CONT.

- . Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover mouth with shoulder or elbow and then wash hands.
- . Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, phones, etc.).
- . When choosing to cover mouth and nose with a cloth face covering, follow CDC and local health department guidelines on use, removal, cleaning, and disinfection.

EMPLOYEE UNIFORM (if applicable)

- . The uniform guidelines that are already in place still stand and a face covering will also be required. Face coverings should be worn at all times. This will be in place until regulations are lifted.
- . Disposable gloves must be used by all employees. Gloves should be worn at all times while handling food, equipment, serving, or preparing food and should be changed regularly. They are not a replacement for proper handwashing.
- . Employee uniforms must be properly laundered prior to every shift working. If any part of the uniform looks as if it is soiled or not properly laundered prior to shift, the employee will be sent home.
- . Employees must wash their hands after using their personal cell phones while working. Please only use personal phones during scheduled meal and rest breaks.

EXPECTATIONS TO CLEAN AND DISINFECT THE WORKPLACE

_____ has a routine schedule to clean and disinfect common surfaces, areas, and objects in the workplace in accordance with current CDC guidelines. This cleaning and disinfecting includes, but is not limited to:

- . Work surfaces including chip/ice scoops, tools, workstations, machinery, containers, counters, tables, chairs, benches, door handles, and knobs;
- . Hand-washing areas and surfaces. Restock as needed with soap and paper towels.
- . Restrooms, cleaning and sanitizing regularly and re-stocking supplies as needed;
- . Common areas including break room tables, offices, chairs, refrigerators, and trash cans; and
- . Contact areas within delivery vehicles, such as stick shift, control levers, steering wheel, doors, seat belts, air conditioner, radio buttons, glove box, mirrors, armrests, and vehicle keys.

Disinfection procedures adhere to CDC guidelines. Employees assigned to sanitize and disinfect surfaces are trained on hazards and manufacturer's recommended safety precautions of all cleaners and disinfectants. Employees assigned to perform sanitation and disinfection are expected to use cleaners and disinfectants in a safe manner, follow label directions, and wear proper personal protective equipment.

FOOD SAFETY

- . All boxes, except produce with open tops, should be sprayed with sanitizer prior to handling.
- . Produce with open tops should be transferred to sanitized containers and boxes should be left outside of the facility.
- . All equipment should be sanitized through the dishwashing machine or in an appropriately set up three compartment sink.
- . All prep and cooking staff should wear face covering and gloves. Gloves are not a replacement for handwashing.
- . Ready to eat food should be covered as much as possible during the prepping and storing process.
- . No one should handle ready to eat food without gloves and a face covering.
- . Limit the amount of staff that touches ready to eat food.

employee signature

employee printed name

date

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