

# COVID-19 Health and Safety Policy for

[\_\_\_\_\_]

[\_\_\_\_\_] is committed to providing a safe and healthy workplace for all our workers customers, clients, patrons, guests and visitors. To ensure we have a safe and healthy workplace, [\_\_\_\_\_] has developed the following COVID-19 Health and Safety Policy in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Health and Safety Policy is administered by [\_\_\_\_\_] , who maintains the overall authority and responsibility for the policy. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Health and Safety Policy. [\_\_\_\_\_]’s managers and supervisors have our full support in enforcing the provisions of this policy.

[\_\_\_\_\_]’s COVID-19 Health and Safety Policy follows the guidance developed by the state of Texas, which is based upon Centers for Disease Control and Prevention (CDC) and Texas Department of State Health Services (DSHS) guidelines for COVID-19, the Governor’s Strike Force to Open Texas Checklists, and Texas and the City of Laredo’s relevant and current executive orders. It addresses:

- required use of facial coverings required at all times unless an exception applies;
- social distancing –individuals must be at least six-feet apart;
- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- continued practicing of good hygiene;
- workplace cleaning and disinfection protocol;
- communications and training practices and protocol.

[\_\_\_\_\_] has reviewed and incorporated the industry guidance applicable to our business provided by the Governor’s Strike Force to Open Texas Checklists for the development of this policy.

## Required use of facial coverings required at all times unless an exception applies

All employees of [ ] are required to wear some form of facial covering when in direct contact with members of the public, except where doing so would inhibit or otherwise impair the employee's health.

Additionally, all customers, clients, patrons, guests and visitors of [ ] that are two years of age or older are required to wear some form of covering over their nose and mouth (such as a scarf, bandana, handkerchief, or handmade mask from cloth or similar material) at all times when inside the [ ] unless one of the following exception applies:

- when the person is alone in a separate single space, whether indoors or outdoors;
- when the person is in the presence of only other members of the same household or residents, whether indoors or outdoors;
- when doing so poses a greater mental or physical health, safety, or security risk;
- when the person is outdoors engaging in an allowed activity while alone, or with only members of the same household or residence, or while maintaining a consistent separation of six feet or more from others and engaging in conduct authorized and as allowed by Governor's Order GA-26 or subsequent executive orders;
- when the person is eating or drinking in a restaurant or bar.

## Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers and customers, clients, patrons, guests and visitors in the workplace. In accordance with Governor Abbot's Executive Order GA-26 [ ] will follow the Minimum Recommended Health Protocols listed on the Governor's Strike Force to Open Texas Checklist and will operate up to 50% of the total listed occupancy. If six feet of separation is not available between employees and/or customers, clients, patrons, guests and visitors of the facility, [ ] will use engineering and administrative controls such as dividers between individuals, increased distance between workstations, worker and employee spacing on check-in and checkout stations, use of signage, markings and on the floor placed six feet apart to indicate where to stand when physical barriers are not possible, etc.

## Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Employees who have symptoms should notify their supervisor and stay home.

[ ] has advised and actively encourages sick employees to stay at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or members of their household.

[ ] has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

[ ] has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. [ ] will inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

## Continued practice of good hygiene

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All customers, clients, patrons, guests and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer, disinfecting wipes, soap and water or similar disinfectant will be readily available to employees and customers. [ ] will place readily visible signage at the facility to remind everyone of the best hygiene practices.

Workers and customers, clients, patrons, guests and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers and customers, clients, patrons, guests and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

## Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery

equipment, etc.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. [ ] has designated employees who are wholly or partially dedicated to ensuring the health protocols adopted by [ ] are being successfully implemented and followed.

## Communications and training practices and protocol

This COVID-19 Health and Safety policy was communicated to all workers on [ ], and necessary training was provided.

Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor- pools, independent contractors, subcontractors, vendors and outside technicians[and customers, clients, patrons, guests and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of masks, face-coverings and/or face-shields by workers and customers, clients, patrons, guests and visitors. All workers and customers, clients, patrons, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. All management and workers are to take an active role and collaborate in carrying out the various aspects of this policy, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Health and Safety Policy has been certified by [ ] management and the policy was posted throughout the workplace and made readily available to employees on [ ].

Certified by:

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Signature

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Date

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Title and Name of senior executive or management official