

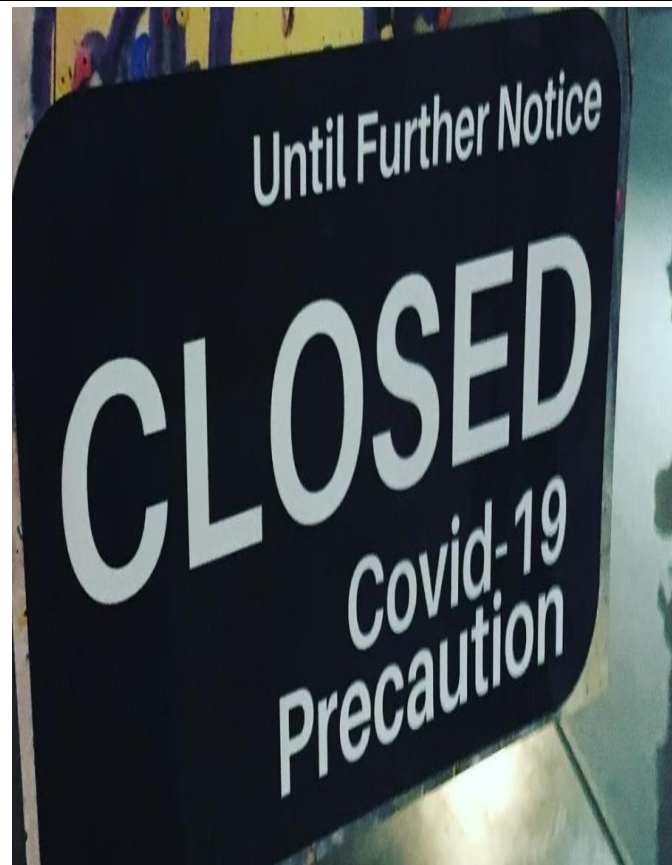
# Disclaimer

*This communication is not intended to provide any legal advice or opinion on any individual situation and should not be relied on to determine insurance coverage or lack thereof as relates the Coronavirus. Insurance forms and endorsements vary based on insurance company, changes in edition dates, regulations, court decisions, and state jurisdiction. The information is based on review of insurance coverages, sources we deem to be reliable and communications we have received from insurance companies and other resources. We make no representation or warranty as to the accuracy of information as applied to individual cases.*



# **Tips For Re-Opening Your Business**

# OBJECTIVES



**01**

**Set Expectation**

**02**

**Face Coverings**

**03**

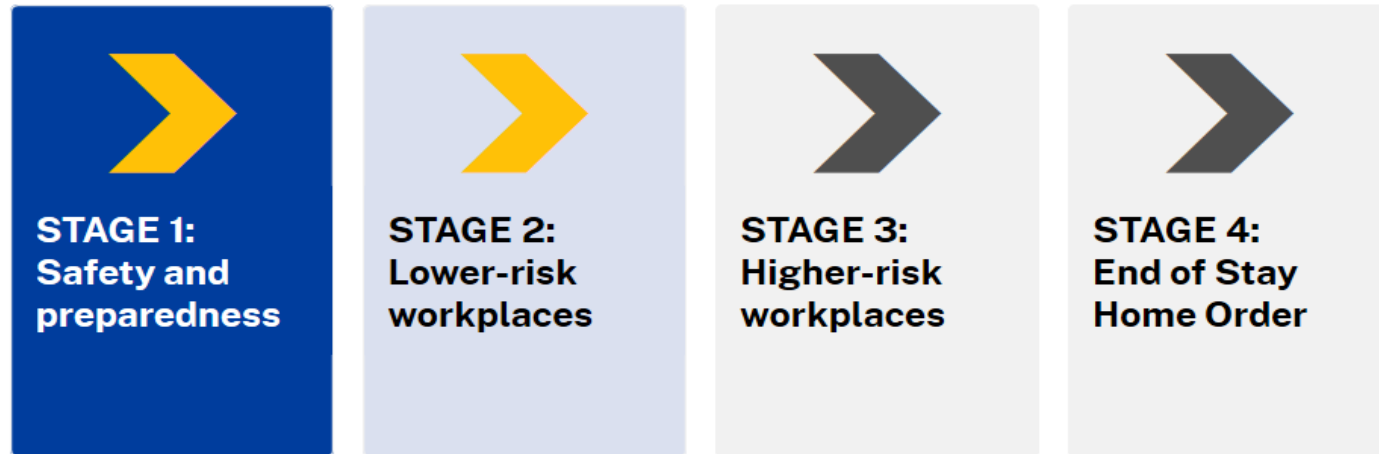
**Mitigation  
Strategies**

**04**

**Compliance**

# Resilience RoadMap

We are now in early Stage 2, where retail (curbside and delivery only), related logistics and manufacturing, office workplaces, limited personal services, outdoor museums, childcare, and essential businesses can open with modifications. The state has issued guidance to help workplaces reopen safely.





**Stay home when you are sick**



**Avoid contact with people who are sick**



**Get adequate sleep and eat well-balanced meals**



**Wash hands often with soap and water for 20 seconds or longer and dry hands with a clean towel or air dry**



**Wear a cloth face cover when going out in public**



**Avoid touching your eyes, nose, or mouth with unwashed hands or after touching surfaces**



**Cover your mouth with a tissue or sleeve when coughing or sneezing**



**Clean and disinfect "high touch" surfaces often**



**Call before visiting your doctor**

**SET EXPECTATIONS**

# SET EXPECTATIONS



1. Establish “no personal contact” rules
  - Limit handshaking, closed meeting spaces, hugging, or any other physical contact.

2. Encourage “no item sharing” when possible
  - This includes things like work tools, office supplies and computers



3. Create prominent hand sanitizing stations, complete with cleaning supplies
  - CDC recommends the use of alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol
  - Make them freely available across your business or office space.

# SET EXPECTATIONS



## 4. Post communal equipment cleaning rules

- Set a cleaning schedule for common-use equipment (such as copy machines, metal machinery, and industry-specific tools)
- Posting clear directions about how to clean the equipment between uses to keep multi-users safe.

## 5. Break the 9-5

- Stagger workdays into shifts where employees come at non 9-5 hours based on team or function.
- Identify the parts of your business' products or services that can remain remote.
- Consider asking employees to work weekends for two days off during the week.





## CDC Recommendations

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

3/16/20 - A May 13, 2020 11:00 AM

# **Personal Protective Equipment**

# Who pays for PPE?



- During the Coronavirus/COVID-19 pandemic, employers must provide employees with the PPE necessary to complete their job duties.
- Where employees are not provided PPE (such as mask), they may obtain reimbursement under California Labor Code section 2802 for the use of their personal PPE.
- Employers are required to reimburse the employee for masks and PPE when necessary to complete job duties.

# CLOTH FACE COVERINGS

12



- **What is a cloth face covering?**
  - A cloth face covering is a material that covers the nose and mouth, secured to the head with ties or straps or simply wrapped around the lower face.
  - They can be made of a variety of materials, such as cotton, silk, or linen.
  - A cloth face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

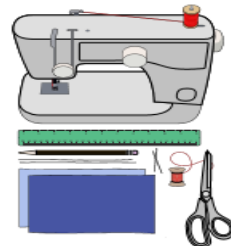
# DIY Face Coverings



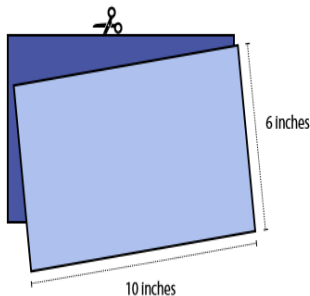
## Sewn Cloth Face Covering

### Materials

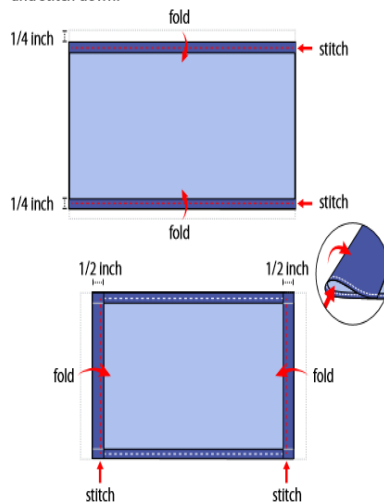
- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine



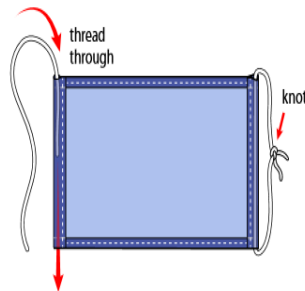
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



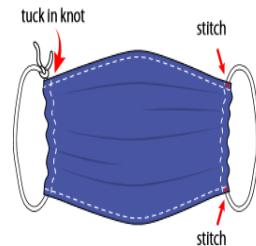
2. Fold over the long sides 1/4 inch and hem. Then fold the double layer of fabric over 1/2 inch along the short sides and stitch down.



3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.



# DIY Face Coverings

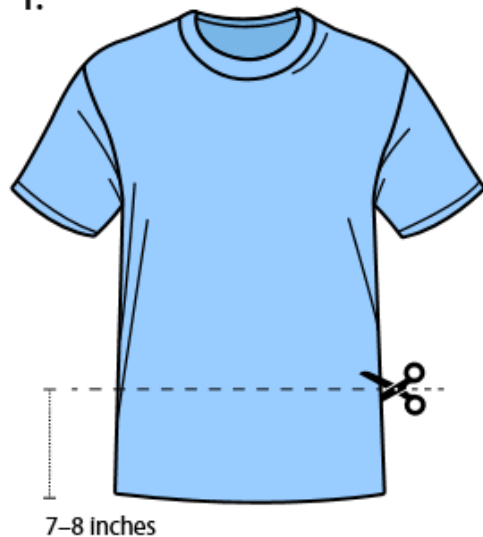


## Quick Cut T-shirt Cloth Face Covering (no sew method)

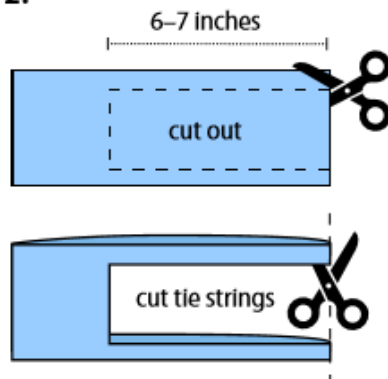
### Materials

- T-shirt
- Scissors

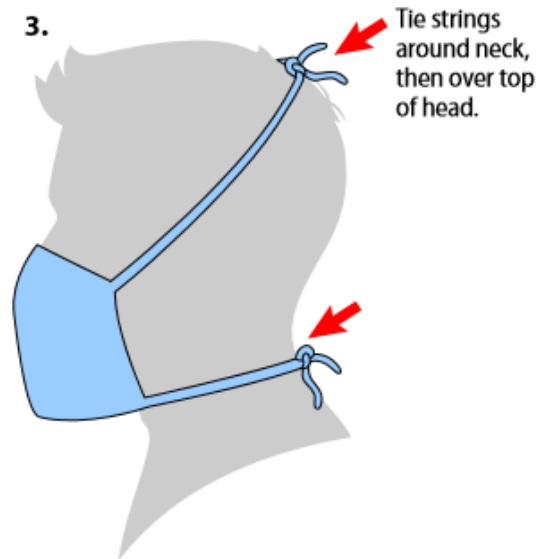
1.



2.



3.



# DIY Face Coverings



## Bandana Cloth Face Covering (no sew method)

### Materials

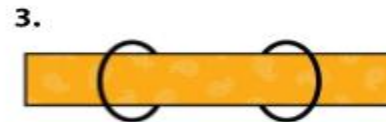
- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)



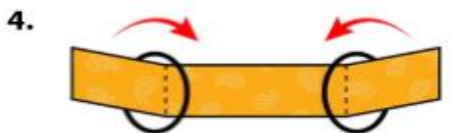
Fold bandana in half.



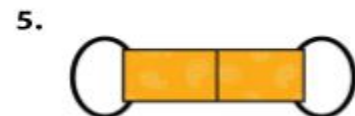
Fold top down. Fold bottom up.



Place rubber bands or hair ties about 6 inches apart.



Fold side to the middle and tuck.



# CLOTH FACE COVERINGS

## 1. When should employees wear a cloth face covering?

- a. EE's may choose to wear a cloth face covering when at work for essential activities.
- b. Wearing a cloth face covering does not eliminate the need to physically distance yourself from co-workers.

## 2. How should employees care for a cloth face covering?

- a. They need to be washed frequently, ideally after each use, or at least daily.
- b. Laundered with detergent and hot water and dried on a hot cycle.

## 3. Discard cloth face coverings that:

- a. No longer cover the nose and mouth
- b. Have stretched out or damaged ties or straps
- c. Cannot stay on the face
- Have holes or tears in the fabric





# Mitigation Strategies



# Mitigation Strategy

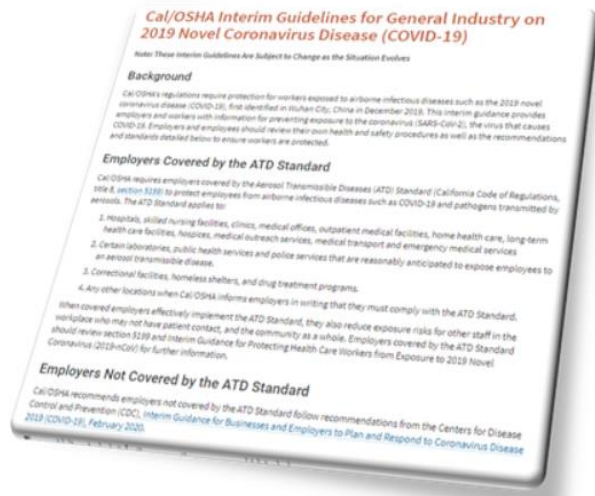
19



# Compliance

# Compliance

- California employers are required to establish and implement an IIPP (title 8 section 3203) to protect employees from workplace hazards, including infectious diseases.



## What will a Cal-OSHA Inspector look for:

- Establish Infection Prevention Measures (IIPP Addendum)
- Employee Training (training in a language that is readily understandable by all employees )
- Washing Facilities (Adequate supply of suitable cleansing agents, and single-use towels)
- Personal Protective Equipment (Hazard Assessment)



- **Q: Can employers screen employees for COVID-19 by taking employees' temperatures? Yes**
  - May only be performed under limited circumstances. (Department of Fair Employment & Housing and EEOC issued information and guidance)
  - Employers should be aware that some people with COVID-19 don't necessarily have a fever





● **Q: Do employees maintain their privacy rights during a pandemic like COVID-19? Yes**

- Both federal and state laws recognize that employees maintain certain privacy rights in the workplace, including a medical condition or personal health information.
- This right is not absolute and must be balanced against a company's legitimate business needs.



## 1. Q: How should employers take employees' temperatures?

- Testing should be administered in the least invasive way possible, like utilizing temperature guns or forehead temperatures

## 2. Q: Do employers need employees' consent or to provide any disclosures before taking their temperatures?

- Employers do not need to obtain written consent to take employees' temperatures during a pandemic if the test is not invasive.
- Post a notice of collection: What information is being collected (body temperature), the purpose(s) for which the information will be used (to maintain a safe work environment).



**Thank you!**