TESTAROSSA
WINERY

COVID-19 in the Workplace

Guidance based on CDC, OSHA, Santa Clara County
& Other Government Agency Recommendations

TESTAROSSA
WINERY

Mission

Testarossa Winery is dedicated to the passionate pursuit of making and providing the finest wines and winery experiences possible to our guests.

Core Values

EXCELLENCE, INNOVATION & PRODUCTIVITY

Commitment to setting the highest standards and working to continuously innovate and improve winery efficacy, efficiency, and quality for the products and services we offer to both our internal and external customers.

SAFETY

Commitment to a safe environment, not only for our staff, but for our guests, vendors, and winery visitors.

TEAMWORK

Commitment to working with others in a collaborative and supportive manner to create a fun and respectful culture where both our staff and our guests feel a sense of belonging and family.

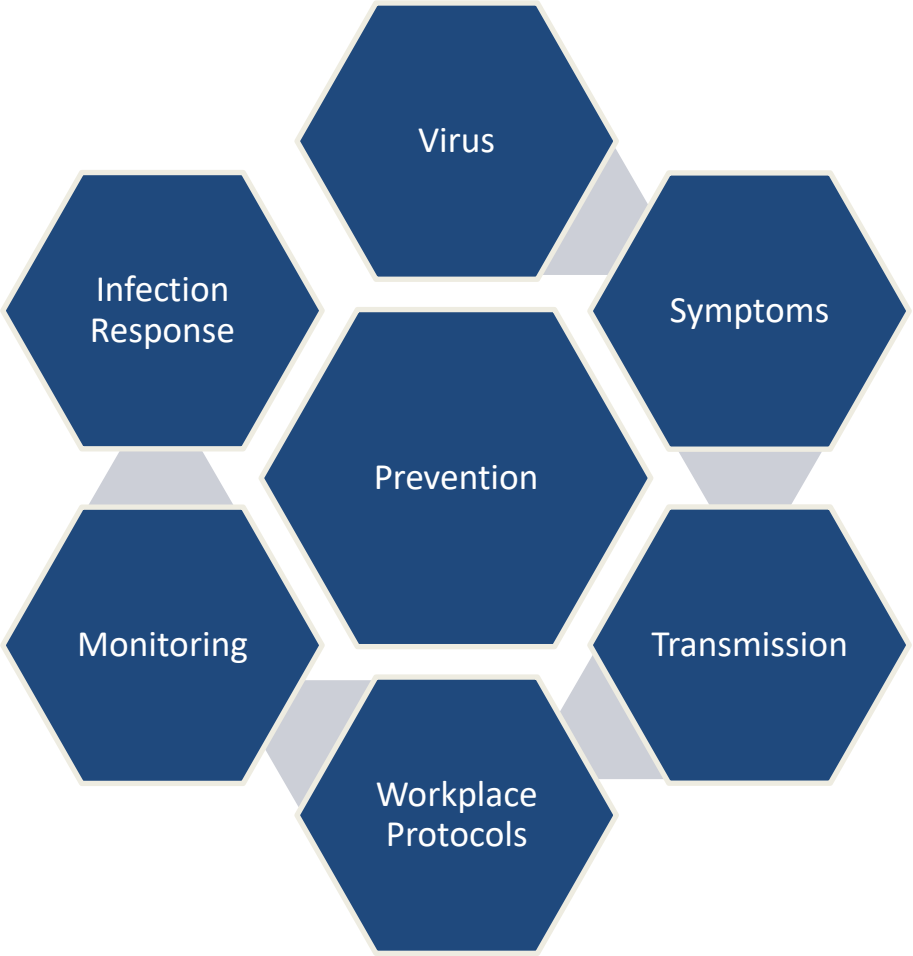
DEDICATION

Commitment to reliability and responsiveness. We accept responsibility and do what we say we will do. Our passion drives us to take ownership of our accomplishments, our team's achievements and the overall success of the winery.

SUSTANABILITY

Commitment to improving sustainability at all levels when considering our personnel, fiscal and material resources, as well as the environmental impact of our business decisions and practices.

Covid-19 (Coronavirus)



What is COVID-19?

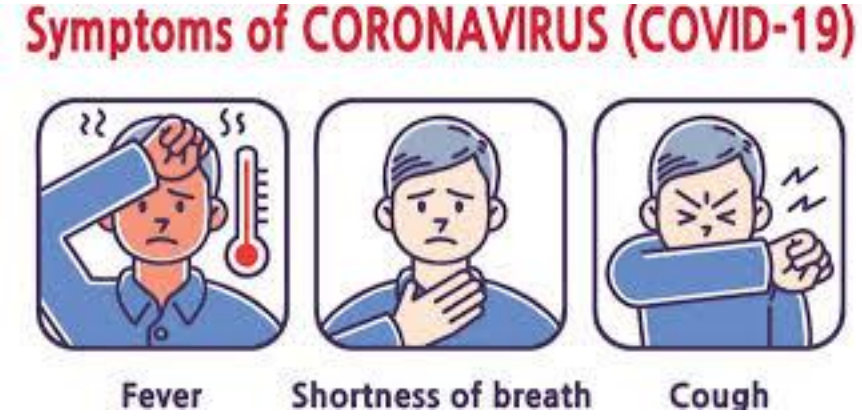
Coronavirus (COVID-19) is an illness caused by a ***virus that can spread from person to person****. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.*

COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Symptoms of COVID-19

Coronavirus symptoms include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Diarrhea



High Risk for Severe Symptoms

Some people are more likely to get very sick from COVID-19, including:

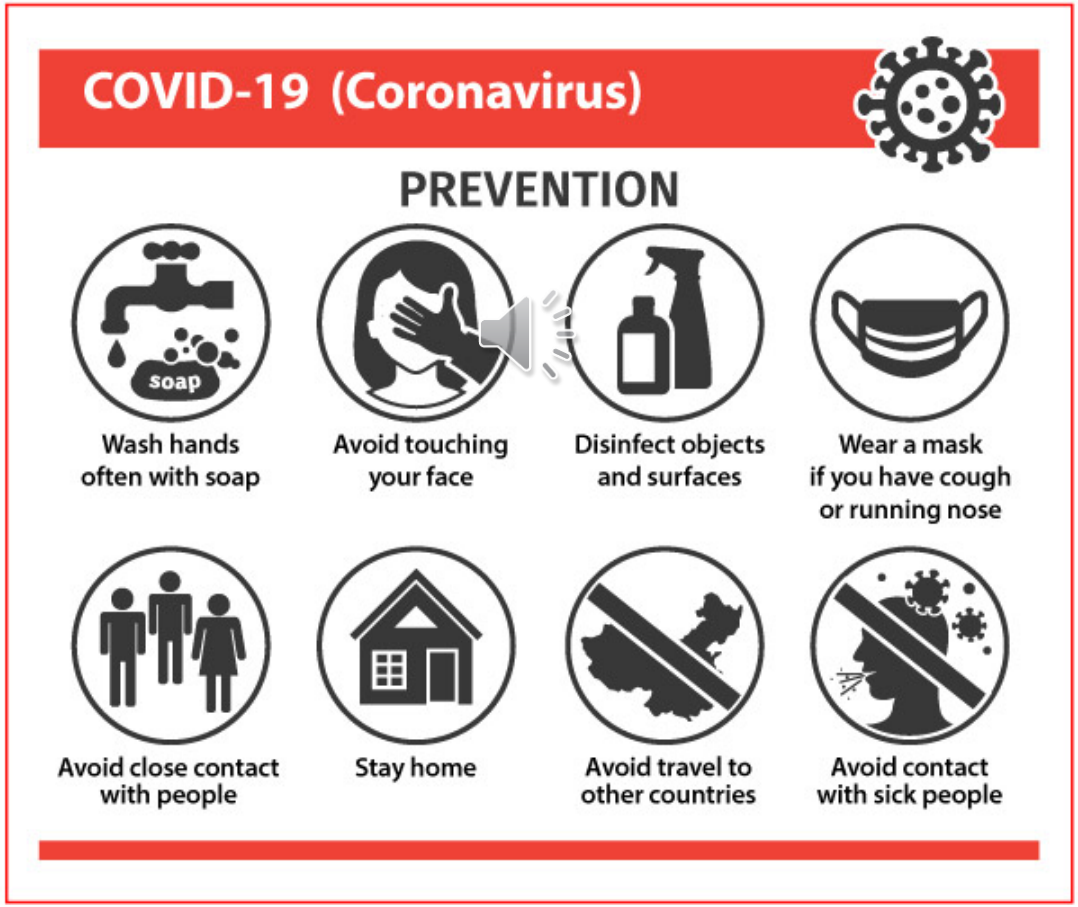
- people over 65 years old
- people with compromised immune systems
- Individuals who have serious chronic medical conditions like:
  - Heart disease
  - Diabetes
  - Lung disease
- Smokers

Please contact HR for any requests for accommodation.

Transmission of COVID-19

- There is currently no vaccine
- **Best prevention - avoid being exposed**
- The virus is thought to spread mainly from person-to-person.
  - Between people in close contact (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - Droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - COVID-19 may be spread by people who are not showing symptoms.

PREVENTION OF COVID-19



COVID-19 Workplace Protocols

The winery and staff will adhere to the following:

- Social Distancing Protocol (required by Santa Clara County)
  - Please inform HR of any deficiencies.
  - If needed, contact the County Office of Labor Standards Enforcement to report any deficiencies in compliance with Social Distancing Protocol: 866-870-7725
- Safety Protocol – Addendum to Social Distancing Protocol
- Mask and Face Covering FAQ
- Infection Response Plan

Updated frequently to reflect learnings and to ensure a safe workplace

Prevention POP QUIZ!

Symptom checks are important in keeping illness out of the workplace. Which of the following are true:

A. The doctor is the only one who can assess my symptoms.
B. My supervisor will see I'm sick and tell me to go home.
C. I should self-assess myself for COVID symptoms before each shift, including taking my temperature.
D. My supervisor is responsible for ensuring the workplace is free from hazards, this includes COVID-19, by asking if I have symptoms at the start of my shift.
E. C AND D

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E. C AND D

Prevention: Stop the Spread!

Symptom Checks

- Daily Home Screenings Required
  - Take temperature before you arrive at winery
    - Must be below 100.4 degrees
  - Self Assess for COVID Symptoms: Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, Diarrhea, and/or New loss of taste or smell
- Screenings at Work
  - Supervisors are to ensure staff do not have COVID-19 symptoms
  - Thermometer in C2 by timeclock, if needed (sanitize before/after)

Prevention: Stop the Spread!

Anyone with a fever or COVID like symptoms or who has been exposed to a COVID-19 infected person, must stay home or will be asked to go home.

Must use CDC Self Symptom Checker

Contact Human Resources &

Follow Infection Response Plan (IRP)

Prevention: Stop the Spread!

Wash your hands <u>often</u>!

- Soap/water
- 20+ seconds
- Especially when in public places, before/after serving a guest, eating, use of restroom or after blowing your nose, coughing, or sneezing.

- If soap/water are not available, **use a hand sanitizer that contains at least 60% alcohol**.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Prevention POP QUIZ!

Maintaining social distance can prevent an "exposure" and the spread of COVID-19. Which of the following are TRUE?

T or F: *I work next to someone on the bottling line, so I can sit next to them on break for 15 minutes, it's the same level of interaction.*

T or F: *I have a great relationship with a club member, they always want to talk forever, in close proximity, which is okay because they are a guest and I'm doing my job.*

T or F: *I must maintain a social distance from others and follow all protocols while clocked in or out at the winery.*

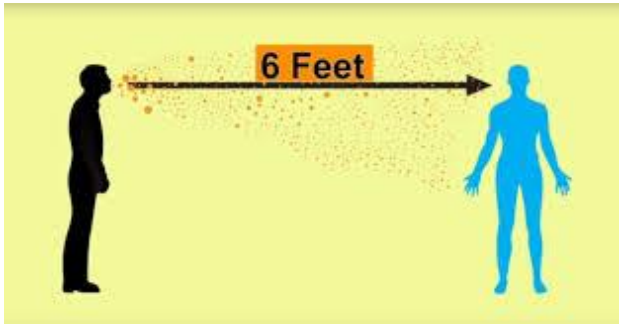
T or F: *I can voluntarily be within 6ft. of my coworkers as long as my mask is on.*

Prevention POP QUIZ!

Which of the following are TRUE?

- *I work next to someone on the bottling line, so I can sit next to them on break for 15 minutes, it's the same level of interaction.* ***FALSE: Difference is that one is required by the task VS. voluntary/not required. Goal is to minimize time/maximize distance.***
- *I have a great relationship with a club member, they always want to talk forever, in close proximity, which is okay because they are a guest and I'm doing my job.* ***FALSE: Guests are to also maintain distance. Politely acknowledge the protocol verbally and step back so they get the hint.***
- *I must maintain a social distance and follow all protocols while clocked in or out at the winery.* ***TRUE: Winery protocols are created based on county orders for all community members and should be followed at all times.***
- *I can voluntarily be within 6ft. of my coworkers as long as my mask is on.* ***FALSE: Masks still require you stay 6+ feet apart.***

Prevention: Stop the Spread!



- **Put distance between yourself and other people**.
  - Stay at least 6 feet (about 2 arms' length) from others.
  - Do not gather in groups (break room, dish room, etc.).
  - Do not sit at a table together (unless chairs pulled far back/spread out) – Must be outside if eating without mask with others
  - Stay out of crowded areas.
  - Some tasks require a closer distance, please minimize this time as best possible.

Prevention: Stop the Spread!

Wear Personal Protective Equipment (PPE)

- Gloves can be used, if done so properly
  - Hands should be washed before/after use.
  - They should also be removed using glove in glove.
  - Do not use torn gloves.
  - Gloves must be changed often and not used to replace handwashing and hand sanitization recommendations.

- No change in protocol for any previously required PPE

Prevention: Stop the Spread!

Prevention POP QUIZ!

Wearing a face mask is required by the state of CA and can prevent the spread of illness. Fill in the blank:

Wearing a face mask is (required or not required) in the following situations:

- While sharing an office, but sitting over 6 ft. from each other.
- While eating lunch outside, not in guest view and over 6+ ft. from anyone else who may also be eating lunch.
- While working in the warehouse while someone is working on the opposite side.
- While quickly walking by my coworkers (5 feet away) outside.
- While loading a car with wine in curbside pickup.

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Wearing a face mask is (required or not required) in the following situations:

- While sharing an office, but sitting over 6 ft. from each other. **REQUIRED**
- While eating lunch outside, not in guest view and over 6+ ft. from anyone else who may also be eating lunch. **NOT REQUIRED.**
- While working in the warehouse while someone is working on the opposite side. **REQUIRED**
- While quickly walking by my coworkers (5 feet away) outside. **REQUIRED**
- While loading a car with wine in curbside pickup. **REQUIRED**

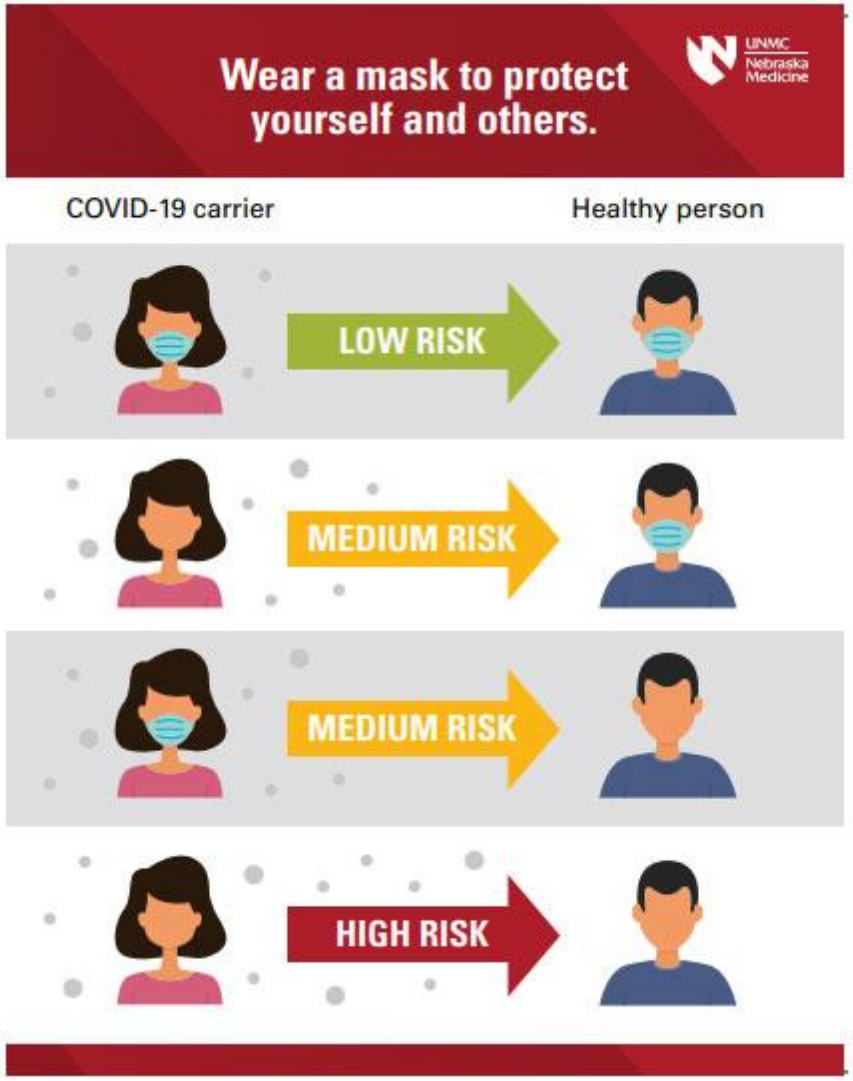
When in doubt – WEAR YOUR MASK! Thank you! ☺

Prevention: Stop the Spread!

Wear Personal Protective Equipment (PPE):

Face Covering/Mask

- Everyone must wear a mask when they are:
  - Working in an inside area or office with the same air circulation as others
  - Working outside in the same area as others where 100% social distancing isn't guaranteed
  - While open for business/in guest areas/view (inside/outside)



Prevention: Stop the Spread!

Wear Personal Protective Equipment (PPE):

Face Covering/Mask

- Cover mouth and nose
- Masks shouldn't be worn if there is risk of further health complications *(masks are required, see HR)*
- The mask is meant to protect other people in case you are infected.
  - You could spread COVID-19 if you do not feel sick.
- The cloth face cover/mask is <u>not a substitute</u> for social distancing.
- Wash masks/face covering frequently (daily if possible).

Prevention: Stop the Spread!

Cover Coughs and Sneezes

- In a private setting without cloth face covering - always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands (or sanitize).

Prevention: Stop the Spread!

Frequent Cleaning of Work Spaces

- High touch surfaces - cleaned frequently throughout the day
  - 1-3x/day by the Custodial/Production Team or Hospitality
  - Restrooms cleaned hourly while open
  - See posted Sanitization Checklist for schedule and details
- Personal work spaces - cleaned when you start/end working in your space
- Safely use cleaners and disinfectants on surfaces and objects, which includes:
  - Carefully following label directions.
  - Assessing hazards of cleaners/disinfectants.
  - Wearing personal protective equipment (such as gloves).
  - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

COVID-19 Workplace Protocols

Failure to follow winery and county orders can create an unsafe work environment for yourself, your colleagues and our guests and may result in disciplinary action, up to and including termination of employment. Safety is our number one priority and safety is everyone's job.

Sample Progressive Discipline

Depending on the severity/history of the issue an employee may not be given all of the above opportunities for correction, nor are we required to fulfil all steps.

Prevention: Outside the Workplace

What you do in your <u>personal life</u> can impact <u>workplace safety</u>.

We encourage you to follow the prevention strategies and all county, state and federal orders to prevent the spread of illness into the workplace.

COVID-19 Testing

- Testing is available for FREE through health insurance/certain test locations
- Santa Clara County recommends people in essential roles that interact with the public **get tested on a monthly basis**
  - **Testarossa Winery highly supports this recommendation!**
- Visit www.sccgov.org/cv19testing for more information
- Should you get tested and test positive, please inform HR asap and do not return to work.

***Subject to change based on test availability.**

Communication of Travel

- Staff who plan to or have recently traveled to a COVID-19 hotspot (CDC Level 3 travel warning) must inform HR prior to returning
- Using the CDC data, a staff member may be requested to stay home for 14 days post travel.
- https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html

****The winery is now located in a level 3 warning zone, so this is no longer relevant. We encourage you to voluntarily stay home if you feel you were at risk of exposure after traveling.*

INFECTION RESPONSE PLAN

Testarossa Winery's plan should a guest or employee test positive.

Infection Response Plan

1) Interview Employee on Isolation
2) Inform all staff (confidentially) of COVID case
3) Inform guests as appropriate based on level of interaction
4) Leverage CDC Risk Assessment to determine High Risk Staff
   - *High Risk staff will quarantine and begin monitoring for 14 days. Testing may be done after 48 hours of exposure/prior to return.*

Infection Response Plan

5) Close all or part of the winery, if determined necessary
   - If infected person worked in the area in last 48 hours of positive tests results
6) Sanitize Winery
7) Contact local health dept. within 4 hours of learning of a COVID positive employee
8) Re-open winery, if closed
9) Infected/exposed staff return to work with proper clearance

Guidance for Staff with Illness

Workplace Protocols: Sick?

- Staff who are sick: stay home & inform their supervisor asap
  - Timecards are a legal document and using sick leave for non-sick time is not permitted
  - Use of sick time is available to care for a sick family member or for medical appointments (doctor, dentist, etc.)
- Coverage for your shift (if needed) will be coordinated by the supervisor/manager, not the employee
- Submit a Time Off Request in Paycom for use of Sick Time (for non-COVID like illness)

Employee COVID-19 Infection

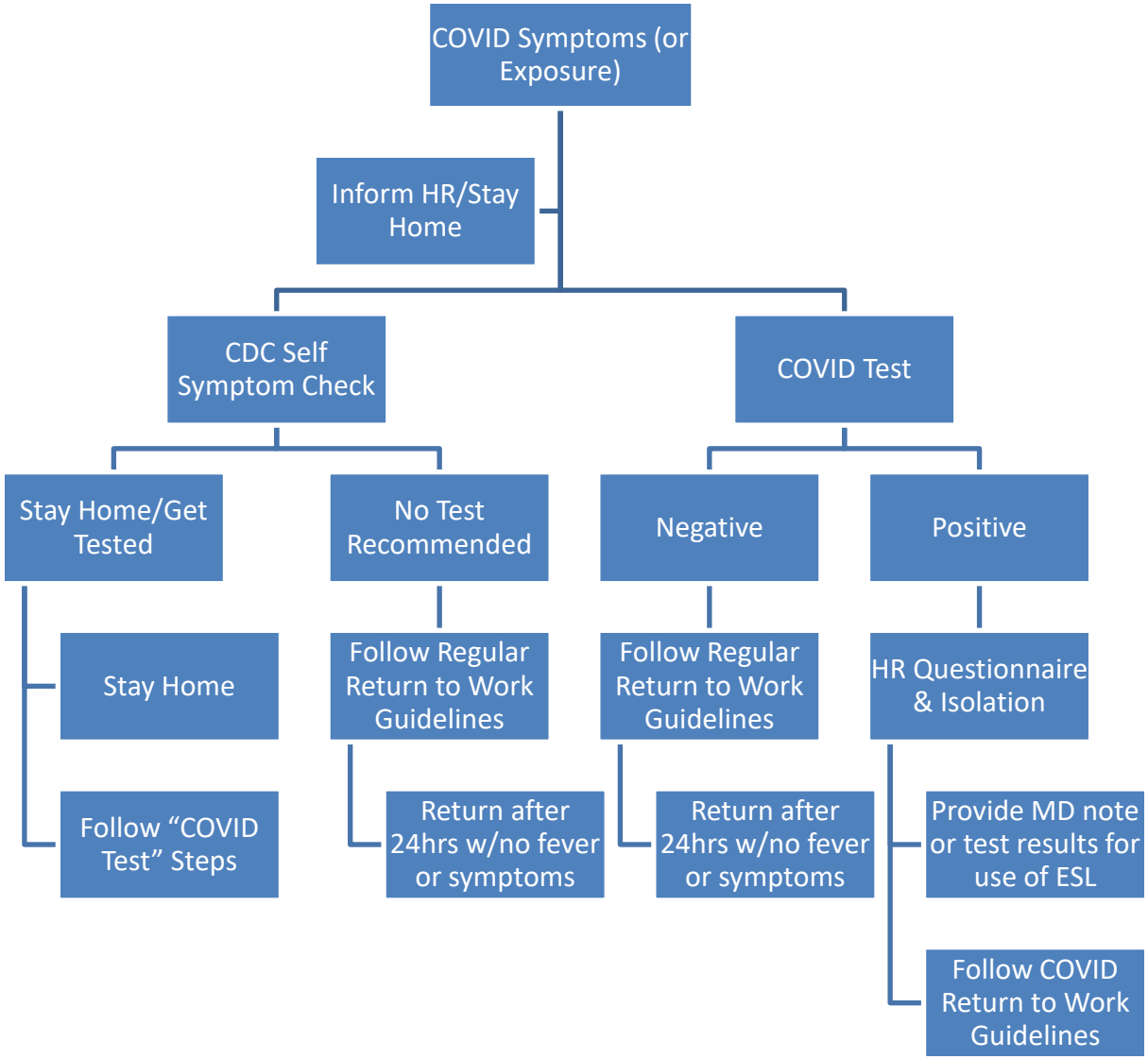
- Employee's with COVID-19 symptoms, or who were exposed, must stay home, and complete the CDC Self Symptom Checker and/or get tested.
- If tested positive, the employee will complete a questionnaire with the HR Manager to determine:
  - The exposure risk level of other staff or guests
    - Within 6ft for 15+ minute, hugged, shared utensil, etc. = high risk
    - High risk staff must stay home for 14 days (regardless of test results) and get tested
    - All other non-high risk staff self-monitor symptoms for 14 days from infected employees last day at the winery
  - Whether or not it was contracted at work and is work related
  - Any other job related information that's needed to continue operations in their absence

Employee COVID-19 Infection

- Employee may be required to provide a doctors note (see FFCRA section)
- Return to work clearance will be granted with doctors note/test results while also using the Santa Clara County criteria:
  - Stay home for 14 days from testing positive, or
  - 7 days after symptoms resolve, which ever is longer
    - Employee's who tested negative, but live with a positive person or had a direct exposure will be required to stay home for 14 days to see if symptoms develop.

We do not need personal medical information in any situation, simply clearance to return/excuse your absences.

Employee COVID-19 Infection



Families First Coronavirus Response Act (FFCRA)

- FFCRA provides Emergency Sick Leave (2 weeks) and Expanded Family and Medical Leave (10 weeks) for COVID-19 Related Reasons
- See Emergency Sick Leave Policy for details

Emergency Sick Leave Policy

Testarossa Winery provides eligible employees with **emergency paid sick leave** under certain conditions.

Eligibility & Reason for Leave

All employees are eligible for emergency paid sick leave. You may take emergency paid sick leave if you are unable to work (or work from home) because:

1. While quarantined or on isolation order related to COVID-19;
2. You have been told to self-quarantine because you have COVID-19, may have COVID-19, or are particularly vulnerable to COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual who has been ordered or advised to quarantine by a government agency or health care provider;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Emergency Sick Leave Policy

Duration

Employees are entitled to:

- Full-time employees are eligible for 80 hours of leave.
- Part-time employees are eligible for the number of hours they work, on average, over a two week period.

Compensation

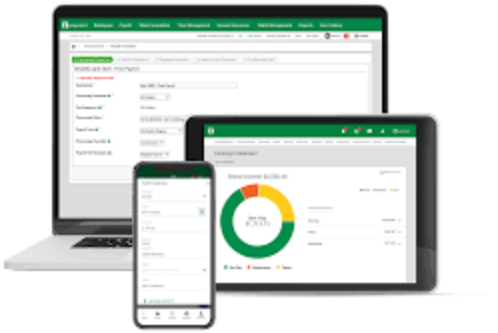
Leave will be paid at an employee's regular rate of pay when leave is taken for reasons 1, 2, or 3.

Leave will be paid at 2/3 of an employee's regular rate of pay, subject to a limit of $200 per day and $2,000 in total, when leave is taken for reasons 4, 5, or 6.

Emergency Sick Leave Policy

Requesting Leave

1. Normal call-in procedures apply to all absences from work.
2. Submit an inquiry using the “Ask Here” feature in Paycom for approval
3. After approval, submit a Request for Time Off
   - Be sure correct type of paid time off is used for your absence



Emergency Sick Leave Policy

Retaliation
The Company will not retaliate against employees who request or take leave in accordance with this policy.

Potential Exemption to Expanded FMLA
(10 weeks for school/childcare closure due to COVID)
Testarossa Winery, as a small business with fewer than 50 employees, may need to deny otherwise qualifying leave under this policy if granting such leave would jeopardize the viability of the Company's business as an ongoing concern.

Expiration
This policy expires on December 31, 2020.

Next Steps:

1) Apply what you learned today
2) Be a role model for colleagues & guests
3) Kindly remind others of these protocols to help create a safe environment

Questions or Comments?

Thank you in advance for applying what you learned today in order to create a positive and risk free work environment.

References:

- https://covid19.ca.gov/symptoms-and-risks/#top?utm_source=google&utm_medium=cpc&utm_content=coronavirussymptoms&utm_campaign=ca-covid19response&utm_term=what%20are%20symptoms%20of%20coronavirus

- https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave

- https://www.cdc.gov/coronavirus/2019-ncov/index.html