



# TESTAROSSA WINERY

## COVID-19 in the Workplace

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Guidance based on OSHA, Santa Clara County, CA  
& 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

## Symptoms of CORONAVIRUS (COVID-19)



Fever



Shortness of breath



Cough

# High Risk for Severe Symptoms

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

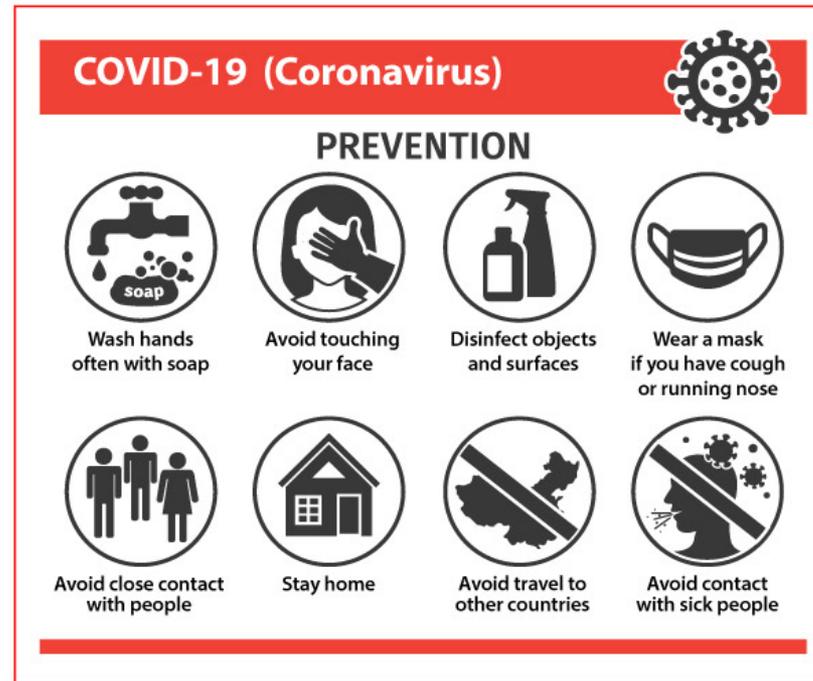
- people over 65 years old
- people with compromised immune systems
- Individuals who have serious chronic medical conditions like:
  - Heart disease
  - Diabetes
  - Lung disease
- Smokers

*Please contact HR for any requests for accommodation.*

# Transmission of COVID-19

- **Best prevention - avoid being exposed & to get vaccinated**
- Vaccines are now available to all
- 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



*Not one measure is enough.  
A combination of measures is required to effectively prevent  
the spread of COVID-19.*

# COVID-19 Workplace Protocols

## **The winery and staff will adhere to the following:**

- COVID Prevention Program (OHSA – *NEW!*)
- Social Distancing Protocol (required by Santa Clara County)
  - Please inform HR of any deficiencies or COVID hazards.
  - 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: 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 POP QUIZ!

***Symptom checks are important in keeping illness out of the workplace. Which of the following are most 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



# Prevention POP QUIZ!

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

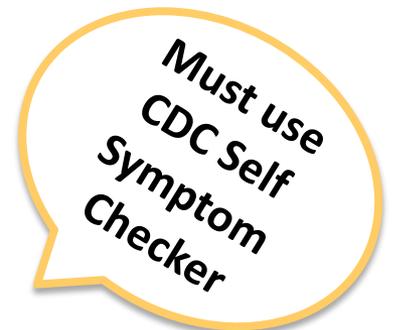
- A. The doctor is the only one who can assess my symptoms.
- B. My supervisor will see I'm sick and tell me to go home.
- C. I should self-assess myself for COVID symptoms before each shift, including taking my temperature.
- D. My supervisor is responsible for ensuring the workplace is free from hazards,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



# 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.***

Contact Human Resources &  
Follow Infection Response Plan (IRP)



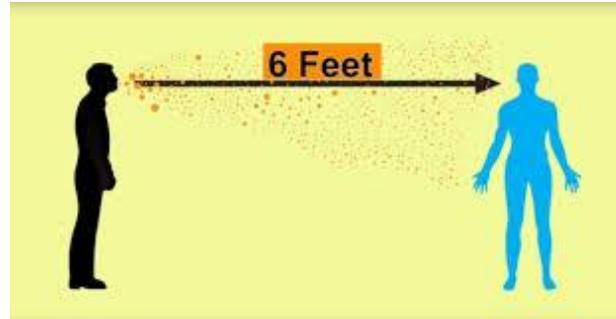
# Prevention: Stop the Spread!

## Wash your hands often!

- 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: Stop the Spread!



- **Put distance between yourself and other people.**
  - Stay at least 6 feet (about 2 arms' length) from others.
    - COVID particles can travel over 6 ft., so other measures must be followed in combination (mask, hand washing, etc.)
  - Do not gather in groups and stay out of crowded areas.
    - Clock in/out from your phone to prevent gathering around timeclock.
  - Break rooms are currently closed. Per county, please eat outside or in your car.
  - Do not sit at a table together (unless chairs pulled far back/spread out)
  - Some tasks require a closer distance, please minimize this time as best possible.

# 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!

## 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
- PPE should never be shared

# Prevention: Stop the Spread!

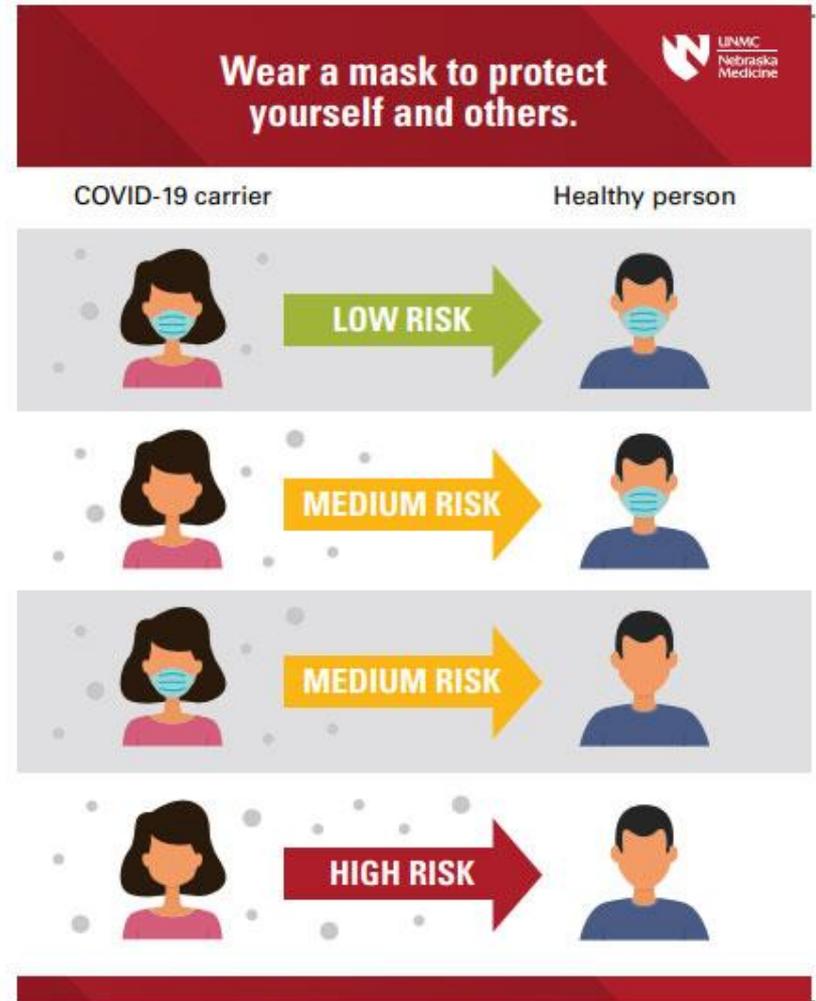


# Prevention: Stop the Spread!

## 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
  - See HR if you need to request an accommodation
  - Staff unable to wear a mask and maintain 6ft distance at all times must be tested 2x/week
- 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 not a substitute for social distancing.
- Wash masks/face covering frequently (daily if possible).

# Prevention POP QUIZ!

***Wearing a face mask is required and prevents 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.

# Prevention POP QUIZ!

***Wearing a face masks are 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. **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!

## 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 Disciplinary Actions

- Counseling
- Verbal Warning
- Written Warning
- Final Written Warning

*We do not have a progressive discipline policy. Disciplinary response will dependent the severity/history of the issue.*

# Prevention: Outside the Workplace

***What you do in your personal life can impact workplace safety.***

*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 for those who are not vaccinated
- Visit [www.sccgov.org/cv19testing](http://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.**



# INFECTION RESPONSE PLAN

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



# Infection Response Plan

- 1) Interview Employee on Isolation
- 2) Require quarantine of any staff determined to be close contacts/exposed and offer testing.



- 3) Inform all staff (confidentially) of COVID case
- 4) Inform guests as appropriate based on level of interaction

# 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 & report to Workers Comp in 3 days
- 8) Re-open winery, if closed
- 9) Infected/exposed staff return to work with proper clearance

# Employee COVID-19 Infection

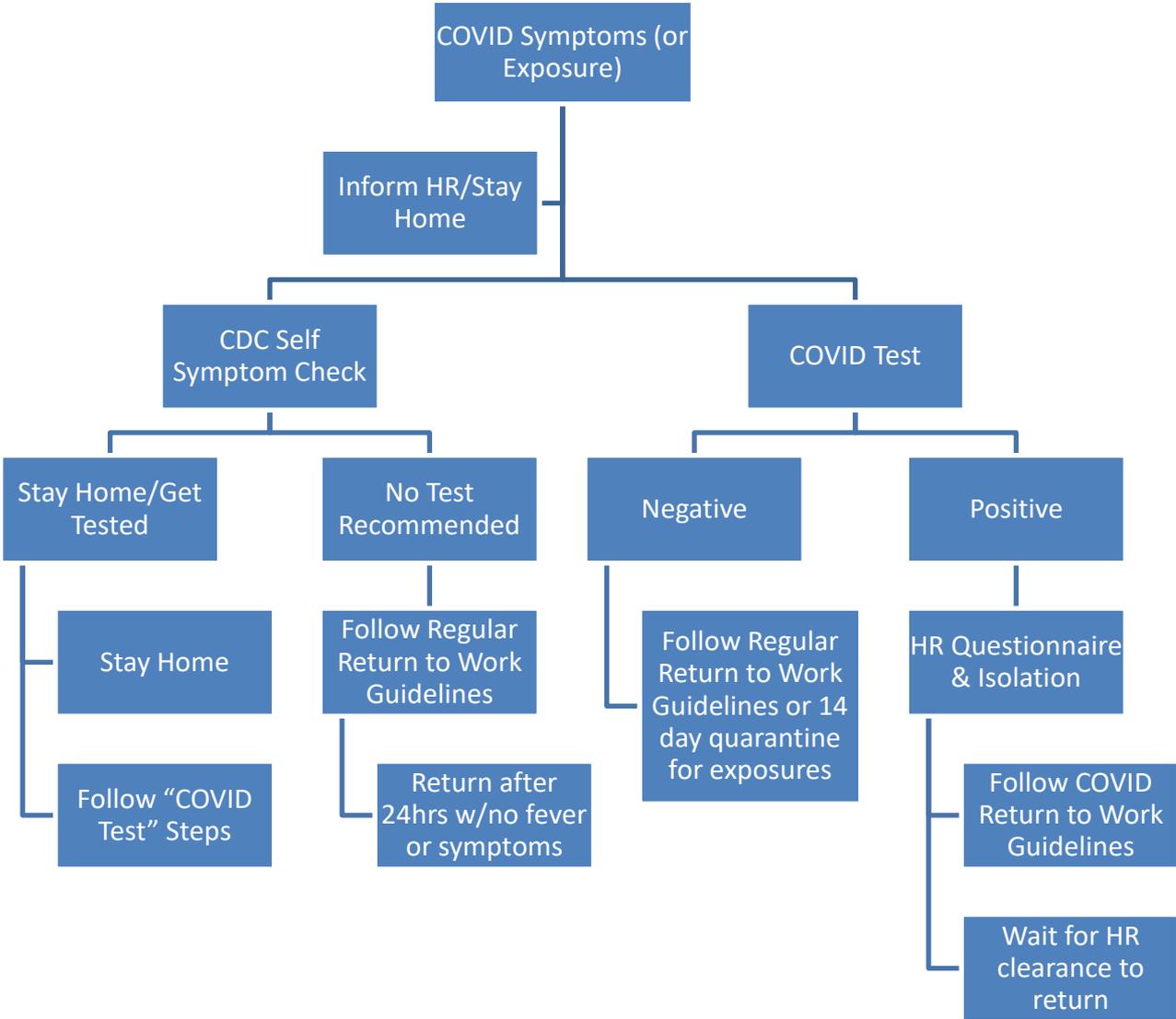
- Employee's with COVID-19 symptoms, or who were exposed, must stay home, and complete the CDC Self Symptom Checker and/or get tested.
- If tested positive, the employee will complete a questionnaire with the HR Manager to determine:
  - If they were in the facility during their contagious period
    - 48hrs before symptoms or positive test results and 10 days after
  - Who is considered a close contact/officially exposed
    - People within 6ft for 15+ minute (or cumulative 15 minutes in 24 hour period) or who had frequent short interactions with the covid positive person while they were contagious are considered “exposed” close contacts
    - Exposed staff must stay home for 14 days (regardless of test results) and get tested
    - All other non-close contact staff must 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, should they not be able to work from home.

# Employee COVID-19 Infection

- Return to work clearance will be granted using the Santa Clara County criteria (or the strictest local/state/federal law):
  - Stay home for 10 days from onset of symptoms, and
  - Until after symptoms resolve, and
  - Once it's been 24 hours since having a fever without medications
    - 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. The quarantine period can be up to 20 days for certain situations.

***We do not need personal medical information in any situation, simply clearance to return/excuse your absences based on the criteria noted.***

# Employee COVID-19 Infection



# CA COVID Supplemental Sick Leave

- Wage replacement for COVID related reasons
- Accrual in Paycom: “CA COVID Supplemental Sick Leave”
- Hours per employee:
  - 80 hours for full-time staff
  - Average hours over a two week period for part-time staff
- Retro to January 1, 2021 – September 30, 2021
- Please confirm approval via HR

# CA COVID Supplemental Sick Leave

## Eligibility & Reason for Leave

Allows covered employees to take supplemental paid sick leave if they are unable to work or telework, due to any of the following reasons:

- The employee is subject to a **quarantine or isolation** period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the U.S. Centers for Disease Control and Prevention, or a local health officer who has jurisdiction over the workplace;
- The employee has been **advised by a health care provider** to self-quarantine due to concerns related to COVID-19;
- The employee is attending an appointment to receive a **COVID-19 vaccine**;  
(Testarossa already pays 3 hours for this, use of this sick leave isn't necessary)

# CA COVID Supplemental Sick Leave

## Eligibility & Reason for Leave (Continued)

- The employee is experiencing **symptoms related to a COVID-19 vaccine** that prevent the employee from being able to work or telework;
- The employee is experiencing **symptoms of COVID-19** and seeking a medical diagnosis;
- The employee is **caring for a family member** who is subject to a quarantine order or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- The employee is **caring for a child whose school or place of care is closed** or otherwise unavailable for reasons related to COVID-19 on the premises.

# COVID Leave Request

## 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
  - *Emailing or calling HR is also sufficient*
3. After approval, submit a Request for Time Off
  - Be sure correct type of paid time off is used for your absence



# COVID-19 Contracted at Work

- Wage continuation will be offered if COVID is determined to be contracted at work or an employee is required to quarantine from an official workplace exposure
- Compensation will come from the following:
  - CA COVID Supplemental Sick Leave
  - Sick Leave
  - Vacation
  - Workers Compensation (if claim approved)

*\*If all of the above are exhausted/unavailable, the winery will cover base wages for missed time while sick or quarantining due to COVID in the workplace.*

# Employer Provided COVID-19 Testing

- Testing will be offered at no cost to the employee during work hours if there is an official exposure in the workplace
- Outbreaks:
  - 3 positive COVID cases in 14 day period (cases must be in the same work area to be counted toward this requirement)
  - Immediate testing to be provided to all staff, with another test one week later
  - All staff remaining in the workplace will be tested weekly until there is a 14 day period without any new cases.
- Major Outbreaks:
  - 20 positive COVID cases in a 30 day period (cases must be in the same work area to be counted towards this requirement)
  - Immediate testing offered, with bi-weekly tests to all employees for 30+ days

# 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

# Guidance for Staff with Non- COVID 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)



# Questions or Comments?



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

*Thank  
You*

