

TESTAROSSA

WINERY

Revised 12/31/2020

Coronavirus Workplace Safety Protocols

Addendum to Social Distancing Protocol

Testarossa Winery considers the health and safety of our employees and their families our priority. The following protocol must be followed for your safety and our compliance with local, state and federal guidelines. These recommendations follow that of local, state and federal guidance, and heavily rely on CDC guidelines. We will continue to monitor COVID-19 and will provide updates as needed going forward.

➤ Daily Self Symptom Screenings

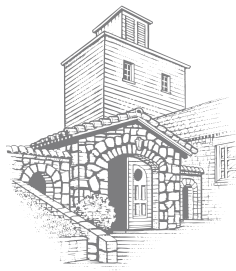
- Employees are to assess for COVID like symptoms each day prior to their shift, including taking a temperature. Symptoms include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Employees with COVID symptoms, or who live with someone experiencing symptoms, must stay home and contact HR and their supervisor immediately.
 - HR will lead the employee through the infection response plan and provide clearance to return to the workplace once safe.

➤ Hygiene

- Wash hands frequently throughout day for 20+ seconds (before/after a particular job, eating, use of restroom, working in different areas, interacting with guests, etc.)
- Employees using gloves must wash their hands before and after putting them on/off
- In between handwashing and when hand washing is not available please use hand sanitizer.
- Sneeze into your elbow or tissue (disposing of tissue after), then wash/sanitize hands
- Avoid touching your face (especially eyes, mouth, etc.)

➤ Social Distancing

- All staff/guests **MUST** remain 6+ feet away from each other at all times, unless *required* for a specific job/task. If required, minimize the time spend in close proximity.
 - Jobs must be restructured/designed, if possible, to allow 6 feet distance.
- Follow the Social Distancing Protocol previously posted and distributed, as required by the county of Santa Clara.
- Lunch breaks, arrival and departure times should be staggered as best possible to prevent gathering.



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- 5@5s will be suspended during this time to prevent gathering.
- Staff who can telecommute must do so.
- Based on available office space, offices should be limited to one person during this time.
- Meetings should be held virtually or outside over 6 ft. from one another, whenever possible.
- **Personal Protective Equipment (PPE)**
 - Masks are required to be work when working in the same room (i.e. warehouse, cellar 9, etc. that shares the same air current/ventilation) with others or when interfacing with vendors/guests (see FAQ), unless it would pose a health risk. When working alone in a room with unshared ventilation, use of a mask is not required.
 - Some job/tasks may require a specific type of mask be worn.
 - Masks can temporarily be removed while eating/drinking during breaks/rest periods indoors, as long as employees remain over 6ft from each other. Outdoor air should be maximized, if indoors.
 - Medical Exemption: Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Employers may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.
 - Gloves may to be used. Hands should be washed before/after use. They should also be removed using glove in glove technique. Do not use torn gloves. Gloves must be changed often and not used to replace handwashing and hand sanitization recommendations.
- **Workplace Cleanliness**
 - Clean high touch surfaces frequently throughout the day (door knobs, counters, buttons, phones, computers, etc.) – see posted Sanitization Checklist for more details.
 - Safely use cleaners and disinfectants on surfaces and objects, which includes:
 - Carefully following label directions.
 - Assessing the hazards of all cleaners and disinfectants used at the worksite.
 - Wearing personal protective equipment (such as gloves).
 - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

Do not come to work sick. Please contact HR if you experience any COVID symptoms or have been exposed.