

**COVID-19 Prevention Program**

**Provided by:**

Texas Mutual Insurance Company

Safety Services Department

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COVID-19 Prevention Program

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COVID-19 Prevention Program

for

***Company name***

**I. Purpose and scope**

The purpose of the ***Company name*** COVID-19 Prevention Program is to minimize employee exposure and prevent the spread of COVID-19, also known as the coronavirus disease. This program is based on information available from the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this program based on operational needs. Employees are encouraged to follow the guidance posted on the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/index.html) and [OSHA](https://www.osha.gov/SLTC/covid-19/news_updates.html) websites at work and home.

This program applies to all employees, contractors and laborers and a copy will be maintained by all departments.

**II. Assignment of responsibility**

1. Organization

***Company name*** is responsible for providing necessary cleaning materials and personal protective equipment (PPE) as well as establishing administrative controls to aid employees in preventing the spread of COVID-19.

1. Managers

Each manager is responsible for overseeing the health of their team on a reasonable level, communicating with Human Resources and enforcing this program. Specific duties of managers will include:

* 1. Ensuring that employees are aware of the expectations included in this program.
  2. Providing employees with the resources to work from home, whenever possible.
  3. Staggering schedules, when possible, to lessen the number of employees on-site at one time.
  4. Instructing employees to avoid visiting any company work site if they are ill or have traveled, in accordance with this program.
  5. Implementing disciplinary actions when employees are not following the guidelines in this program.

1. Employees

All employees are responsible for following the procedures in this program and communicating with their manager about any illnesses or travel plans within their household. Employees will be asked to leave the workplace if they or a household member:

* 1. Is sick.
  2. Has traveled to an affected area ([See CDC travelers guidance](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)).
  3. Has been in contact with someone who is in the process of being tested for COVID-19.
  4. Has been in contact with someone who has tested positive for COVID-19.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Muscle or body aches
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your manager and health care provider right away.

1. People who are at higher risk for severe illness

***Company name*** will make efforts to accommodate workers with higher risks based on currently available information, such as older adults and people of any age who have serious underlying medical conditions, particularly if not well controlled.

Based on currently available information, those at high-risk for severe illness from COVID-19 are people who are:

* 65 years and older
* Residents in a nursing home or long-term care facility
* Living with health conditions such as:
* Chronic lung disease or moderate to severe asthma
* Serious heart conditions
* Severe obesity (body mass index [BMI] of 40 or higher)
* Diabetes
* Chronic kidney disease undergoing dialysis
* Liver disease
* Immunocompromised
  + Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

E. Contractors

Contract employees are responsible for complying with this plan and will be provided training by a manager or company representative.

**III. Sick time**

Employees may not come into work when they or a member of their household is sick, especially with a fever, cough, shortness of breath or other respiratory symptoms. Management must send employees home if they are showing signs of illness.

1. Employees may not return to any company work site until they are approved by their physician or after 14 days, if they or a member of their household has respiratory symptoms in line with COVID-19.

**IV. Travel**

Employees may not come into work for 14 calendar days after they or someone in their household has traveled anywhere outside of the United States and anywhere in the United States known to have community transmission of COVID-19.

1. If possible, employees should work from home during this time.
2. If employees are unable to work from home, sick time will be used.

**V. Working from home**

Employees should work from home whenever feasible and management will make the determination regarding feasibility. While working from home, employees are expected to:

1. Work their scheduled hours, unless otherwise approved by a manager.
2. Be accessible by phone and/or instant messaging.
3. Have a safe, ergonomic workstation setup.

**VI. On-site precautions**

Management will determine if an employee is essential and must come into work. Employees required to appear at work in-person must adhere to the following items.

1. Visitors

Only essential employees are allowed on-site. Visitors will not be permitted unless they are essential to the function of work that cannot be postponed.

1. Hygiene

All personnel must follow hygiene practices as recommended by the CDC and OSHA to prevent the spread of COVID-19. ***Company name*** will provide hygiene materials such as soap, hand sanitizer and disinfecting wipes throughout the office. Practices include:

1. Covering your mouth with a tissue or your elbow when coughing or sneezing.

1. Washing hands for 20 seconds after coughing, sneezing, using the restroom, eating and throughout the day.
2. Using hand sanitizer when soap and water are not accessible.
3. Sanitizing desk items and frequently touched surfaces using the cleaning products provided by the company.
4. Avoiding touching your face with unclean hands.
5. Face coverings

Cloth face coverings are not considered PPE. They may prevent workers, including those who don’t know they have the virus, from spreading it to others but may not protect the wearers from exposure to the virus that causes COVID-19.

* + The CDC recommends wearing a cloth face covering as a measure to contain the wearer’s respiratory droplets and help protect their co-workers and members of the general public.
  + Employees are required to wear a cloth face covering at work if the hazard assessment has determined they do not require PPE, such as a respirator or medical facemask for protection.

Employees and customers should be reminded that the CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Wearing a cloth face covering, however, does not replace the need to practice social distancing.

See the [OSHA COVID-19](https://www.osha.gov/SLTC/covid-19/) webpage for more information on how to protect workers from potential COVID-19 exposures and [OSHA's document on guidance for employers](https://www.osha.gov/Publications/OSHA3990.pdf), including steps to take for jobs according to exposure risk.

1. Social distancing

Employees may not come in physical contact with each other and should follow social distancing guidelines.

* 1. All meetings should be held over the phone or through video conferencing, if possible. If an in-person meeting is required:
     1. No more than 10 people may be in attendance, and
     2. Everyone must stay 6 feet apart.
     3. If on a job site, meet outside when possible.
  2. All personnel should avoid gathering in break rooms or other common areas.
  3. Employees should avoid touching commonly used items and surfaces, when possible, and wash or sanitize their hands if they do.

1. Workplace cleaning
   1. Disposable cleaning wipes will be provided throughout the office and should be used to clean frequently touched surfaces and desk items such as keyboards and phones.
   2. Cleaning crews will be provided gloves and will follow [CDC recommendations](https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html).