

ESM is here to help you get back to work.

Workers' Compensation, CDC, OSHA Fed, State and local safety compliance requirements continue to evolve. As employers prepare their Re-Entry plans, ESM has developed tools and strategies that help employers navigate the regulatory complexities.

CLICK HERE TO FIND OUT MORE

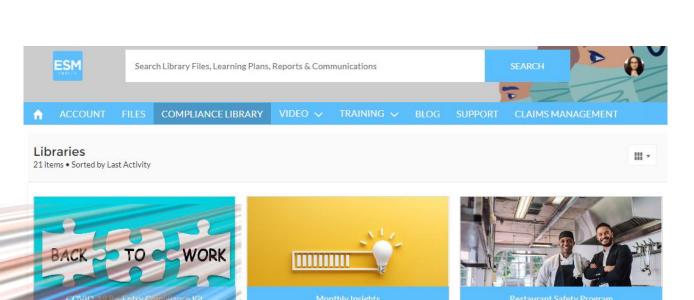




INSITE Compliance Library:

ESM's 7 Point Re-Entry Compliance Kit Subscribe today for access.

- 1. COVID-19 Safety Audit checklist
- Updated COVID-19 Prevention Plan (per Cal/OSHA's June 2021 revisions)
- 3. Vaccination policy (non-mandatory, strongly encouraged + FAQs & Employee Survey)
- 4. Re-Entry Checklists (worksite & new/re-hire)
- 5. Face Covering Policy
- 6. Respiratory Protection Program
- 7. Training Tips (one-page job aids)





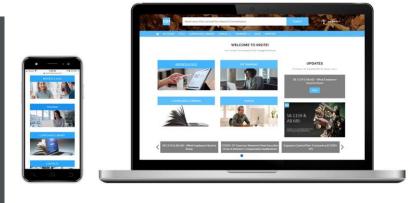






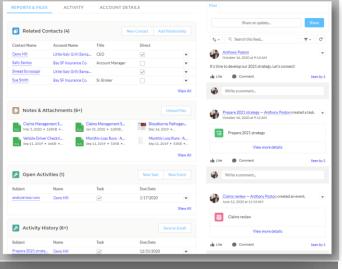






WEB & MOBILE FRIENDLY





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1.

COVID-19 Prevention Program Audit

Complete ESM's §3205 Emergency Temporary Standard (ETS) COVID-19 Prevention Program Regulation audit to identify existing and missing elements of your COVID-19 Prevention Program.

Audit has been updated to align with Cal/OSHA's CPP June 2021 revisions.



June 2021 Cal-OSHA §3205 COVID-19 Prevention Regulation Audit Checklist

The Cal-OSHA COVID-19 Prevention Standard became effective November 30, 2020 and was updated June 3, 2021. The following checklist is a comprehensive list of the revised regulation requirements. It can be used to cross-reference your COVID-19 Prevention Program in order to determine compliance or modifications that might be needed. NOTE: this checklist does not include the following sections:

- 3205.1: Multiple COVID-19 Infections and COVID-19 Outbreaks
- 3205.2. Major COVID-19 Outbreaks
- 3205.3. COVID-19 Prevention in Employer-Provided Housing
- 3205.4. COVID-19 Prevention in Employer-Provided Transportation to and from Work

§3205 PART 1 11 SECTIONS	REGULATION REQUIREMENT DOES YOUR CPP:	INCLUDED IN CPP YES / NO	COMMENTS
	Ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, exposures and hazards.	Yes □ No □	
(1) SYSTEM FOR	Describes procedures or policies for accommodating employees with medical or other conditions that put them at increased risk.	Yes □ No □	
COMMUNICATING	Provide information about access to COVID-19 testing. Communicate information about COVID-19 hazards and the	Yes □ No □	
	employer's COVID-19 policies and procedures to employees. Allow for employee and authorized employee representative	Yes □ No □	
	participation in the identification and evaluation of COVID-19 hazards.	Yes □ No □	
	Have a process for screening employees for and responding to employees with COVID-19 symptoms? (self-evaluation or worksite screening).	Yes □ No □	
(2)	Require that non-contact thermometers are used in worksite screening (if applicable).	Yes □ No □	
IDENTIFICATION AND	Contain policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission.	Yes □ No □	
EVALUATION OF COVID-19 HAZARDS	Conduct workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards (including places and times where people congregate and an evaluation of how employees and other persons enter, leave, and travel through the workplace).	Yes □ No □	
	Identify how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency.	Yes □ No □	
	Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures.	Yes □ No □	
	Have a procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.	Yes □ No □	
	when there has been a COVID-19 case, identify the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) or diagnosis	Yes □ No □	
(3) INVESTIGATING	Determine who may have had a COVID-19 exposure (close contact)	Yes □ No □	
AND RESPONDING TO COVID-19 CASES	Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case to employees and contractors.	Yes □ No □	
IN THE WORKPLACE	Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace, except for fully vaccinated employees and COVID-19 cases that have remained symptom free for 90 days.	Yes □ No □	
	Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure.	Yes □ No □	
	Maintain that personal identifying information of COVID-19 cases and medical information and/or persons with COVID-19 symptoms is kept confidential.	Yes □ No □	

Updated COVID-19 Prevention Program

Download and customize to your organization.

Updated per Cal/OSHA's June 2021 revisions.



Enter Company Name COVID-19 PREVENTION PROGRESAFE RE-ENTRY PLAN

RE-ENTRY REQUIREMENTS AND BEST PRACTI

Our safety culture embraces the health and wellness of our team, custom Creating a safe work environment is priority #1!

UPDATED JUNE 2021

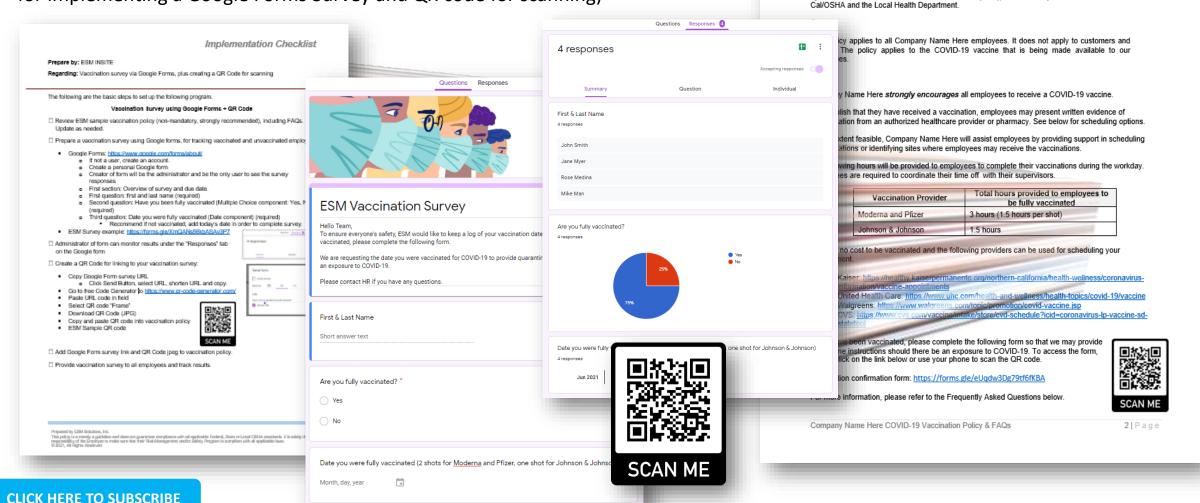
COVID-19 PREVENTION PROGRAM

TABLE OF CONTENTS

VERVIEW	2
EFINITIONS	3
ESPONSIBILITIES	5
MPLOYEE REQUIREMENTS	6
DMMUNICATION	7
ORKSITE PROCEDURES	8
ACILITY CONTROL PROCEDURES	9
HYSICAL DISTANCING	9
ACE COVERINGS	10
DVID-19 TRAINING	11
LEANING & DISINFECTION	
EMPERATURE SCREENING	12
AILY HOME HEALTH ASSESSMENT	13
EALTH AND HYGIENE PROCEDURES	14
SITORS	
ERSONAL PROTECTIVE EQUIPMENT (PPE)	16
EHICLES	17
EPORTING	18
KCLUSIONS	
ETURN TO WORK CRITERIA	18
STING	
CKNOWLEDGEMENT AND RECEIPT OF UNDERSTANDING	21

Enter Company Name COVID-19 Prevention Program | Updated June 4, 2021

Vaccination Policy + Survey + QR Code Non-mandatory, Strongly recommended policy, including FAQs and instructions for implementing a Google Forms Survey and QR code for scanning)





Company Name Here Non-Mandatory Vaccination Policy

mitigated through an effective vaccination program.

In connection with our Injury & Illness Prevention Program and our requirement to provide and maintain a safe and healthy workplace, Company Name Here has adopted this policy to protect the health and well-being of its employees and their families; our customers and visitors; our contractors; and the community in which we live and serve from infectious exposures that may be

This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC), California Department of Public Health Re-entry checklists.

return to the worksite

healthy workplace.

correctly.

Ensure employees return to a safe and

Worksite Re-Entry Checklist: Utilize the re-entry checklist to help identify necessary changes within the physical worksite and

Re-Hire Safety Onboarding Checklist: Review critical forms, policies and COVID-19 best practices with employees as they

Employee Acknowledgment Form:

Covers employee's responsibilities for adhering to company's COVID-19 Prevention Program

ensure employees are re-onboarded

Enter Company Name









Management shall ensure that employees, including

- a. Temporary employees and
- b. Employees reassigned from other locations are instructed in the hazards of their job, the safety policy, their rights and responsibilities, reporting unsafe conditions and the safety procedures protecting them.

THIS SAFETY TRAINING MUST BE ACCOMPLISHED BEFORE EMPLOYEE ALLOWED TO WORK

c. Newly hired employees shall be instructed as follows:

Enter C

COVID-19 RE-ENTRY UNESCORTED IN OR OFF THE FACILITY.

Please complete the following checklist as requirements. If you have any questions

Department / Site:	
Completed By:	

Section 1: Employer Preparedness.

Section 2: Preparing Facilities Section 3: Preparing Employees

Section 4: Department Specific Issues.

Section 5: Additional Comments for "No



ADMINISTRATIVE SAFETY TRAINING COURS Review Job Description and physical demands

Safety & Health Policy

EMPLOYEES SIGNATURE

EMPLOYEES NAME:

Injury & Illness Prevention Program

Code of Safe Practices and Injuries

Exposure Control Plan

Daily Health Assessment Check

General Social Distancing Protocols

Health & Wellness Training

DEPARTMENT SAFETY TRAINING COURSES

Personal Protective Equipment Requirements

Daily Cleaning and Disinfection Protocols

Department JSAs, SOPs, best practices

Department Social Distancing Protocols

General Hygiene Protocols

MANAGER'S SIGNATURE

**Maintain a copy of this completed checklist in the



COVID-19 Exposure Control Plan

Company Name is committed to preventing workplace hazards that could result in employee injury and/or illness, and to complying with all applicable state and local occupational safety and health guidelines and regulations. This acknowledgemer confirms that you have received, read and understand Company Name' COVID-19 Exposure Control Plan and are willing to follow the expectations established by our Plan. Please initial and initial and sign in the spaces below

By signing below I acknowledge that I have received training provided by Company Name to ensure I understand the dangers of COVID-19 including:

- Symptoms of COVID-19 infection and when to seek medical attention
- Importance of not coming to work when ill
- Steps to prevent the spread of COVID-19 infectio Coughing and sneezing etiquette
- Importance of frequent hand washing/sanitizing
- Importance of maintaining safe physical distance
- Safety using cleaners and disinfectants on surfaces and objects COVID-19 Exposure Control Plan information and expectations
- Method to report issues or suggest improvements to the COVID-19 Exposure Control Plan

also understand Company Name has established a list of expectations. By initialing below, I acknowledge my responsibility to prevent the spread of COVID-19 in the workplace, including, but not limited to:

- Stay at home when sick and avoid close contact with others when possible Keep a minimum distance of 6 feet from others when possible
- Refrain from shaking hands, hugging, or touching others
- Avoid unnecessary interaction with others outside my immediate work area or work team
- Clean surfaces in common areas and shared equipment before and after use
- Wash/sanitize multiple times daily, including before/after work, breaks, eating, going to the restroom, and after coughing,
- sneezing, or blowing nose Avoid touching mouth, pose and eyes
- · Wear face covering and other PPE as required by Company Name
- · Cover mouth and nose when coughing or sneezing and immediately wash hands
- · Avoid sharing personal items with coworkers (food, dishes, gloves, etc.)
- · At lunch and on breaks, continue to follow COVID-19 safe practices Report any unsafe behaviors or safety violations regarding our COVID-19 Exposure Control Plan to your supervisor
- If I have tested positive for COVID-19, identified symptoms, or have interacted with someone infected with COVID-19. I will

- · Immediately notify the presence of symptoms to my supervisor and Human Resources
- Immediately notify my supervisor and Human Resources when I interacted with someone with COVID-19 inside/outside or
- Go home immediately after discovering symptoms or as instructed
- Immediately contact a medical professional by phone or going to a medical facility
- Provide my supervisor with names of people in the workplace I have interacted with . Notify Company Name's human resource contact when the doctor allows my safe return to work

have received a copy of the Company Name's COVID-19 Exposure Control Plan. I understand I am expected to abide by the



Face Covering Policy

Customizable and in accordance with Cal/OSHA's update COVID-19 June 2021 revisions.

As part of the re-entry kit, ESM has prepared a sample Face Covering Policy, employers can use to customize their own plan.

The policy considers Cal/OSHA's new definition of "Face Covering" and employee and contractors' requirement.

It is recommended that this new policy be reviewed on July 31st, 2021 and amended in accordance with any new State regulator guidance.

(Add Company Logo)



Enter company name here Face Covering Policy

2021

Contents

Overview	1
Policy	2
Exemptions	2
Face Covering Description	3
Compliance	3

Enter company name here Face Covering Policy

Page | 1

PH) and Centers for Disease Control & teases individuals' chances of transmitting a who are infected with the virtue, but who are se. Wearing a face covering that covers the for COVID-19 exposure and infection.

Enter company name here has issued a endors and contractors who are on site amid with guidance from Cal/OSHA's COVID-19 nartment of Public Health and the Local

who access Enter company name here

licy will be reviewed on July 31*, 2021 and

verings while indoors and in mixed company

tescribed above. While face coverings are specific instances when wearing a face

equired by this policy must review the listed exemptions, as described below.

om, or when all persons in a room are fully

ited, when they are outdoors and do not have

ded employees are at least six feet apart and in maximized to the extent possible, owed respirators in compilance with Enter

with a face covering, and for which will be actually performed. tion, mental health condition, or disability that

aired, or communicating with a person who is

uth is essential face covering poses a potential health or al regulators

Page | 2

e. Wearing a face covering that covers the or COVID-19 exposure and infection.
Enter company name here has issued a indies and contractors who are on site amid.

covering meets the following

bily with hot water and dried on a

uals requesting an exemption

roluntarily, or a tightly woven

nouth, has stretched out or

nuse at our worksite:

he National Institute for culate matter, such as an N95

aply of respirators will be

ents at all times when working

not have an exemption will be and OOVID-19 Prevention

regarding the best methods to

Enter company name here Face Covering Pol

Page | 3

Respiratory Protection Program

Compliance with T8 CC4 5144

Program library includes:

- Implementation checklist
- Customizable compliance policy
- Medical Evaluation Form
- Training
 - CDC Don & Doff an N95 respirator (videos and PDF)

Implementation Checklist

t your local medical provider t vour local medical provider

they are potentially exposed during

ncluding putting on and removing them,

Prepare by: ESM INSITE

Regarding: Respiratory Protection Program

The following are the basic steps to set up the following programs. Refer to the policy for detailed explanation of each step

Respiratory Protection Program

- Become familiar with definitions used in Respiratory Protection Program located at beginning of policy
- □ Assign individual to manage the Respiratory Protection Program.
- ☐ Review the Respiratory protection Program policy
- ☐ Identify the respiratory hazards in the workplace ☐ Select the appropriate respirator for the job
- □ identify affected employees that will be required to wear a respirator
- □ Consider use of voluntary respirators



Enter Company name here Respiratory Protection Program

T8 CCR 5144

Table of Contents I. Respiratory Protection Program/Policy

A.	General Company name policy
В.	Definitions and Acronyms
C.	Scope
Resp	onsibilities
D.	Respiratory Hazards and Respirator Selection
E.	Medical Evaluations
F.	Fit Testing
G.	Use of Respirators
H.	Training
I.	Cleaning, Storage and Maintenance of Respirators
J.	Air Quality for Self-Contained and Air Line Devices
K.	Voluntary Respirator Use
L.	Policy of Providing Respirators and Medical Evaluations at No Cost to the Employee 1
M.	Periodic Progress Evaluation
N.	Recordkeeping1

Medical Questionnaire for Workers Wearing Respirators

yer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do

Yes

must allow you to answer the questionnaire during normal working hours, or at a be that is convenient to you. To maintain your confidentiality, your employer or ust not look at or review your answers, and your employer must tell you how to nd this questionnaire to the health care professional who will review it.

information must be provided by every employee who has been selected to use any ator (please print).

to nearest year)

one): Male/Female

one number where you can be reached by the health care professional who reviews uestionnaire (include the Area Code)

rnia Department of Industrial Relations on of Occupational Safety & Health TY & HEALTH | FACT SHEET

Respiratory Protection

Improper use of respirators can result in worker injury and illness and can also result in a Cal/OSHA enforcement visit. Cal/OSHA's regulation fo worker use of respirators is in title 8 of the California Code of Regulations (TBCCR), section 5144 and its appendices. The

steps employers must take to ensure safe and effective use of respirators in the workplace. Section 5144 applies to all workplace respirator use. Many substance-specific standards, such as lead, asbestos, and carcinogens, also have additional respiratory protection

requirements (Firefighters: also see section 3409)

When should respirators be used?

Before resorting to respirator use and whenever feasible engineering controls (such as enclosure of the operation, engineering controls pater as enclosure or the operation, mechanical ventilation, or substitution with less toxic material) must be used to reduce excessive airborne contaminant exposures (also see section <u>5141</u>). Respirators should be used in the following circumstances:

- · when necessary to protect the health of employees · during the time period necessary to install or implemen
- where feasible controls fail to achieve full compliance; and · in reasonably foreseeable emergencies
- What do the mandatory elements of a comprehensive respirator program include?
- Written worksite-specific procedures that address the following topics. See section 5144(c)
- selection of appropriate respirators medical evaluation of respirator users
- annual fit testing of tight-fitting respirators;
- routine and emergency use; schedules to clean, disinfect, store, inspect, maintain, and repair respirators;
- assurance of air quality, pressure, and volume equirements for supplied air devices
- initial and annual employee training; and regular program effectiveness review and evaluation affect respirator use.

- - Qualified program administrator: required to administer/oversee and evaluate the respiratory
 - protection program. See subsection (c)(3). Atmospheres immediately dangerous to life or health: specification of acceptable respirators and precautions to be taken. See subsections (d)(2) and

CAL OSH

- (g)(3).
 Filter end-of-service-life indicators: required for gas/ vapor air-purifying respirators, or the employer must have data showing acceptable change-out times. See onth: Yes/No
- subsection (d)(3)(C)2. first use of a respirator, as well as follow-up medical
- discuss their medical questionnaire results with the administering health care provider. See subsection (
 Powered air-purifying respirators: required to be provided to
- to wear a negative pressure respirator fo medical reasons. See subsection (e)(6)(B) Annual fit testing of tight-fitting and supplied-ai



- Face piece-face seal checks: must be performed by the user each time tight-fitting respirators are put o
- as specified in Appendix B1. See subsection (g)(1)(C) Annual employee training: employees must be able to demonstrate knowledge and skills specific to the hazards in their particular workplace, including emergency use of respirators, their respirator limitations, and how to properly wear, store, and maintain their respirators. See subsection (k).
- Ongoing respirator program evaluation: including

(Continued on next page)

ESM INSITE



Safety Training Tips

COVID-19 Worksite Practices

COVID-19 Overview

COVID-19 Safety

Situational Awareness

Injury & Illness Prevention Program

Defensive Driving

Safety Reboot

Safety Reboot, Back to Work

Back to Work, Back to Safety

CORONAVIRUS (COVID-19)

able Diseases, such as COVID-1 and then touches their eyes, nose, or mouth symptoms may appear in 2 days or as long as

- . Cough, Shortness of breat
- . Lost of teste or smell Chils, fatigue, muscle or body aches
 Headache, sore throat, runny nose
 Nausea, vomiting or diarrhea

- . Maintain 6 feest distance from others
- Maintain 6 feest distance from others
 Avoid touching your eyes, nose, and mouth
 Stay home when you are sick
 Oover your cough or sneaze with a tissue,
 then throw it in the trash
 Clean and disinfect frequently touched
- objects and surfaces Wash your hands for 20 seconds or use senitizer that has at least 80% alcoho

COVID-19 SAFETY PRACTICES

Communicable Diseases, such as COVID-19

exheled or expelled through coughing, sneezing, etc., COVID-19 may be transmit when a person touches a contaminated

infectious person may also have no

To help prevent the spread of COVID-health and/or temperature screening procedures can include:

Employees should self-assess at home prior to going to the worksde if experiencing any potential COVID-19 representations, they are required to stay home and notify their superior Soreening and temperature check may be completed on employees at the worksite Any employee who has a temperature that

• Fever of 100.4 or higher

object and then touches their eyes, nose, o mouth. As it relates to COVID-19, an

in 2 days or as long as 14 days and includ



Employees who have symptoms of eauth respiratory illness are recommended to stay home and not come to work in this year free of feet (10.04° +), signs of a fever, and any other symptoms for at least 24 hours, without the use of receredance of other symptoms and the state 24 hours, without the use of receredance of other symptoms design desicions. Any employee with a possitive COVID-19 case of will be excluded from the verificace with our return-to-work requirements are mat. Employees should notify their supervisor and stay home if they are sick or to stay at nome to that care of a sick return and the state of a sick return and the six of the six returns and the six of the si and reestablishing a good safety routine starts at home. A good safety routine

starts with getting the proper amount of sleep prior to going to work. This can be especially hard after periods

Employees are required to report symptoms and nearout and can do so do without fear of reprised. Employees who appear to have earlier repiratory littless symptoms consistent so shorteness of retentily upon arrival to work or become sick during the day will be separated from other employees and be sent from a immediately. So the employees should cover their noses and mount is tassee when of sheltering in place, social isolation and other pandemnic anxieties. It helps to have a definite plan so activities and

Give amplyinges through cover their noises and movites with a stose when copying of training. Additional recipitation and additional recipitation of the with the store of the complex and recipitation and and

GENERAL EMPLOYEE SAFETY REQUIREMENTS ill employees are responsible for using safe work practices

All employees are responsible for using safe work practices were a feat covering in all common roles eatent possible Limiting numbers Mantains of Need of physical disatands, to the eatent possible Limiting numbers Eliminating disposit join small areas like breakforcoms. Maintain that you are symptom free (i.e., anyone with fever or other COVID-15 symptoms are required to stay home).

DEFENSIVE DRIVING

thousands of people seriously injured diefigured, and permanently disabled are preventable, but it is up to driven

FACE COVERINGS & PHYSICAL DISTANCING

FACE COVERINGS & PHYSICAL DISTANCING impropes are request or service accessing. If an employee storage care were face covering. If an employee storage care were face covering. If an employee storage care were face to cont.

The service of the control of the co

health condition of sizability, or who are hearing-impaired or communication with a hearing-impaired person. Atternatives will be considered on a case-ty-case beside. Speciality tasks that cannot feasibly be performed with a face covering, where employees will be kept at least aix feet apart getter are will reduce the risk. or there or COVID-19 at our worksites the contract of the contract

ether we will reduce the risk of transmission of COVID-19 at our vocks idlining some of the following physical distancing strategies. Posting physical distancing posters at or near entry doors. Physical distancing markers may be placed on the ground to identify acceptable distances. Multiple directional mapping may be used to reduce congestion Employees may be required to use separate doors for entry and exit.

CLEANING & DISINEECTING PROCEDURES

frequently. Trash cans will be available at all workplaces.

he company will proactively sanitize and disinfect the workplace with EPA-pproved chemicals that disinfect and neutralize COVID-19. regularly clean frequently touched equipment and items

The hazards of our job remain, regardless of our mood or emotional





REESTABLISH A GOOD SAFETY ROUTINE

- . Envision putting on your seatbelt, the route you will drive to work. even the parking space in which you normally park.

 Recall workplace hazards that all workers must watch out for and be
- Scan your path of travel for hazards, the objects and obstacles you areas you are not expecting and walkways and safe travel areas you have been used to may have been rerouted.
- Reestablish good safety habits before starting to wor Review the critical steps of your job and the specific things you must do to stay safe.

 Remind yourself of any protective equipment required to do the job.
- Consider a slower pace until your skills become fine-tuned again Recognize if you are getting behind in your work, frustrated or just feeling fragmented, don't work faster. Take a break and realign Envision how you have successfully performed actions you normally

REESTABLISH A GOOD ATTITUDE

- Maintaining a good safety stittude and level emotional state is also a habit that may need to be realigined after time away from work. Reestablishing situational awareness may be easier for some of us.

 When we return to work, no matter the reason we are away and no matter what state of mind, we must guard against being distracted when it comes to safety.
- After being away from work, be aware that your safety skills, work habits and even your attitude may need to be realigned pre-vacation

INJURY & ILLNESS





- tions or work areas ergonomically correct? Are First Aid kits adequately stocked? Is the Personal Prosective Enuiroment (PPE) being used adequate for the

- Do you feel workers are properly trained for the tasks they will complete! What is the attitude of the workers? e.g., frantic, rushing, stressed?

BE PRESENT, BE PREPARED

SAFETY REBOOT -BACK TO WORK

n back to work. We have extensive exposure

seen your steff and



As it relates to COVID-19, an infectious person

ymptoms may appear in 2 days or as long as

14 days and include

Lost of teste or smell · Chills, fatigue, muscle or body aches

Headache, sore throat, runny nose

Eliminate sharing tools and equipment

BACK TO SAFETY

aware of workplace changes, frustration, poor job planning and organization, depression and mood

wings are all common contributors to e incidents after employe

Safety is a routine, a routine that can be

time to restore normal order to your home and work environment.

Returning to a normal home routine is one key to returning to a normal work

porting for work exhausted, forgetting bout common hazards, not being

likely to be. Keep within the speed limits. Wear your controls: It got just a law, it's a lifesover. I the seat belt prevent you from being thrown from the also makes the air bag more effective. Use your blinker. This may seem like common sense

surprised how many people fail to use their blinker. L signal use in the U.S. causes about 2 million crashed

PASSENGER SAFETY

Figure all passenders are wearing a seathelt of all tir

Ensure the vehicle is clean and free from debris Do not engage in verbal or physical altercations, be of behaviors and pull over safety prior to potential escal If for any reason you do not feel safe to drive, notify y · Avoid sudden loud noises such as the radio or horn to

FACILITY & WORKSITE CONTROL PROCEDURES

- Ongoing evaluation of existing COVID-19 prevention controls in our workplace and the need for different or additional controls. and the need for different or deditional controls.

 Periodic impactions will be completed as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 prolices and procedure. Reduced number of individuals to assential staff to complete the work. Awyone who is supplicabled in prolified from the works.

 We will work with our health providers for support and gluidence.

- We may conduct temperature screening using a touchless thermometer. In administrative work areas we may reduce the number of workstations an relocate them to assure social distancing is meintained. Post PPE signs at all sizes identifying that masks are required and that all

REPORTING EXCLUSIONS & RETURN TO WORK

Employees, without fear of reprisal, are required to contact their supervisa

- manager immediatory. Employees with COVID-19 exposure will be excluded from the workplace and Employees with COVID-12 explosure will be coulded from the unispace and required to quartenine the person of time (general) 20-12 days) required health department requirements. All asymptomaco close contacts (within 6 feet of an interest person for a cumulative total of 15 minutes or more over a 2-thour person) may also continue quartenine effect only of from the date of last supposure with or



PHYSICAL PREPARATION

122344

RESPONSIBILITIES

operations and processes. Each person working for the organization is

expected to follow established safety rules as part of their expected Awareness of potential hazards, as well as knowledge of how to

control them, is critical to maintaining a safe and healthful work vironment as well as preventing injuries. Violations of the IIPP will not be tolerated and may be subject to

- Establish pre-crisis sleeping patterns
 Re-engage a healthy diet (vegetables, water, proteins
- Start increasing daily activities keep an active schedule
- Increase exercises and stretching routines
- . Consider Yogs in the morning and evening at home Take walks to keep circulation and stamina levels up
- Werm up prior to work When at work stretch during break
- Take micro-breaks throughout the day to avoid over-exertion
- Break up larger teaks into manageable action items if overwhelms: Continue with frequent hand washing
- Maintain social distances per company requirements
- · Stay hydrated throughout the day

EMOTIONAL & MENTAL PREPARATION

- Talk with your family about returning to work and lean on their support (options for support include family, friends, pets & professional)
- Meditation can help calm the mind and provide balance
- Break up larger tasks into manageable action items if ove Discuss concerns/ideas openly with employer, you are not alone
- Plan for and visualize solutions to concerns
- Prepare yourself for possible changes in processes and procedures



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How ESM can help...

SERVICE	DESCRIPTION	PRICING
Re-Entry Kit For existing INSITE subscribers	Subscribe for access to ESM's 7 Point Re-entry kit, including. Need assistance, contact Customer Success for support.: 1. COVID-19 Safety Audit checklist 2. Updated COVID-19 Prevention Plan 3. Vaccination policy (+ FAQs + Employee Survey) 4. Re-Entry Checklists (worksite & new/re-hire) 5. Face Covering Policy 6. Respiratory Protection Program 7. Training Tips	\$445 One-time fee for existing INSITE subscribers Including 2021 ETS updates SUBSCRIBE HERE
INSITE + Re-Entry Kit Portal Subscription + Kit	INSITE is your secure portal for full Safety & Workers' Compensation risk management. Gain access to a comprehensive risk management compliance library with over 1,000+ tools and growing, including ESM's Re-Entry Kit. Risk management video learning plans, badges and certificates provide the potential for discounts (credits) on your Workers' Compensation premiums.	\$1,245 INSITE annual subscription: \$860 (10% discount) Re-Entry Kit: \$445 INSITE subscription renews annually at \$960 Including 2021 ETS updates SUBSCRIBE HERE
Consultation + INSITE + Re-Entry Kit	ESM's team of subject matter experts are here to help you navigate the re-entry process. Work with one of our advocates to prepare your re-entry plan and ensure compliance with fed, state and local requirements as well as providing the necessary information to your team to help overcome potential anxieties of returning to work. Customers will gain access to INSITE, Re-Entry kit and more.	\$4,725 Flat Fee + INSITE + Re-Entry kit INSITE subscription renews annually at \$960 Including 2021 ETS updates SUBSCRIBE HERE



Ensure compliance and get your team back to work today.

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