



CHC

## Return-to-Work Playbook

# Table of Contents

---

Introduction.....	2
Message from Bob.....	3
Return/Resume Work.....	4
Safety Guidelines .....	5
Preparing the Facility.....	7
Preparing Our Employees.....	8
Response Protocol.....	12
Company Equipment, Trucks, And Personal Vehicles .....	13
Visitors.....	13
Daily Habits.....	13
COVID-19 General Checklist.....	15
Thank You.....	17

# Introduction

---

The purpose of this playbook is to help promote the safety of our employees, visitors, and customers.

It is subject to change based on the information from counties where CHC conducts operations. Refer to [OSHA Guidance Summary on Preparing Workplaces for COVID-19](#).

CHC strives to provide each employee with a safe and healthy work environment. Each employee has a responsibility to maintain a safe and healthy workplace by:

- 1) following safety and health rules and COVID-19 practices
- 2) reporting injuries and unsafe equipment, COVID-19 practices, or conditions

The Director of HR and the COO will manage risk evaluation and how to best mitigate the hazards of COVID-19. We value our employees' input and welcome any suggestions.

It is crucial that everyone coming to a CHC office/facility follow these practices.

This document is not intended to be legal advice.

For more information about COVID-19, please visit [Centers for Disease Control](#).

# Message from Bob

---

Dear Employees,

Although we are facing unprecedented times, we remain committed to our purpose: “building great cities.” However, due to COVID-19, we need to take precautions to do it even more safely.

The priority for myself and the Leadership Team will always be to keep CHC employees safe and healthy. **However, we cannot do this alone; we need your commitment to take these guidelines seriously.**

This playbook is based on guidance provided by the Centers for Disease Control and Prevention (CDC), Department of Health and Human Services the Occupational Safety and Health Administration (OSHA), the World Health Organization (WHO), and other guidance that we monitor regularly.

Please contact me, our COO, or our HR Director with suggestions or feedback. Thank you for helping us build great cities safely!



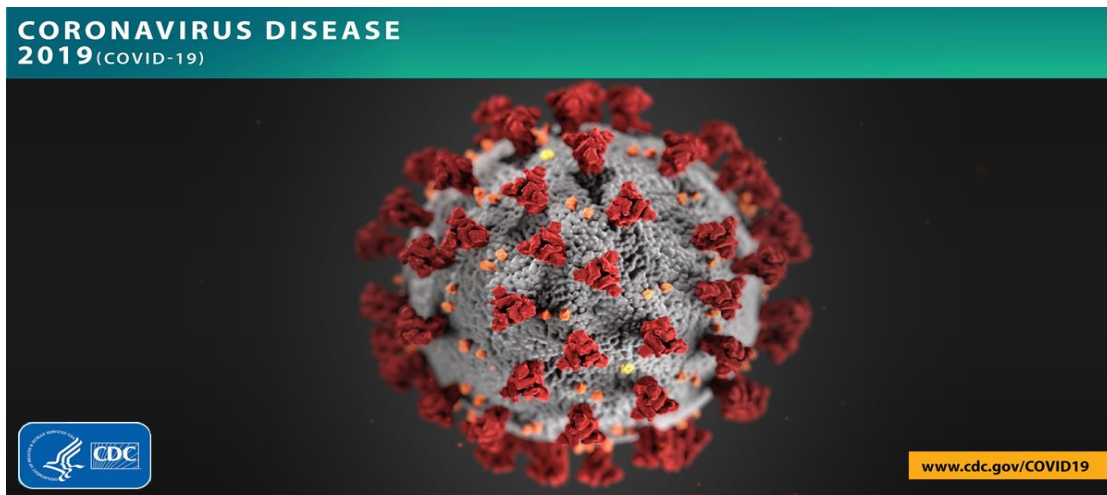
Bob Polizzi

## Return/Resume Work

---






The COVID-19 Team includes the President/CEO, COO, Director of HR. This team proactively responded to COVID-19 by instructing most employees work to from home. Those that had to come to the office/facility were provided with the necessary information and PPE to help them work safely.

We developed a Return/Resume Operations Plan that is in this playbook.



We provided a safety training video on ADP to inform and prepare employees for what to expect when they return-to-work or resume operations.

# Safety Guidelines

<p><b>COVID-19 Safety Guidelines</b>  <b>How CHC is helping you stay safe:</b></p>		
		
<p><b>Providing disinfectant</b> to use in necessary areas</p>	<p><b>Social distancing, barrier, and PPE</b> is only required during an outbreak (3 or more cases) or major outbreak (20 more cases)</p>	<p>Implementing CHC's <b>COVID-19 Practices</b> to prevent the spread of COVID, its symptoms, and what to do if an employee is diagnosed with COVID.</p>
		
<p>Face coverings are no longer required under the, but employees must still be allowed to wear coverings voluntarily. Exceptions are if you test positive or are exposed to someone with COVID-19 for 10 days.</p> <p>N95 mask are available by request, please contact the Facility Manager.</p>	<p>Encouraging all employee to get the COVID-19 vaccination.</p>	
<p><b>Daily Health Check</b></p> <p><input checked="" type="checkbox"/> <b>Complete self-health check:</b> <i>All employees</i> if you are healthy, come to work. If you are sick or have COVID-like symptoms, have been around someone with COVID, or have reason to believe you may have the virus, tell your supervisor, and stay home.</p>		



**Social distancing:** if there is an outbreak of 3 or more cases, *all employees* please stay 6 feet from others.

# Preparing the Facility

---

## 1. Facility/HVAC

- Check HVAC units for proper airflow and change filters when needed

## 2. Posters

We posted local and CDC-related posters to remind employees how to prevent the spread of COVID-19

## 3. COVID PPE Supplies

- Managers will contact the Facility Manager if they are running low of disinfectant, sanitizers, etc.

## 4. COVID Response

- All personnel must review the COVID-19 Training posted on the ADP Portal.
- If an employee feels sick or has COVID-19 symptoms, please refer to [Response Protocol](#)

## 5. Bathrooms

- Each bathroom will have disinfectant wipes, seat covers, soap, water, paper towels, and toilet paper
- Tissues, paper towels, and hand sanitizers will be available to open and close doors. All will be made available near entry doors
- Signs about proper handwashing will be posted in all bathrooms



# Preparing Our Employees

---

We are following CDC Guidelines and County Orders to help minimize the risk of returning to work.

## 1. Self-Health Check

After being notified to return to work, unvaccinated employees must conduct their own **daily self-health check** and only come to work if (1) they are not sick (vaccinated and unvaccinated), (2) (unvaccinated) have not been around someone who has tested positive for COVID-19, or (3) if tested positive, follow the [Response Protocol](#).

## 2. Employee Sanitizing and Cleaning

- Hand sanitizers will be available near shared areas, such as copy machines
- Disinfectant wipes will be available in each bathroom, so employees can sanitize areas before use
- Use hand sanitizers, tissues, or paper towels before opening and closing bathroom entry doors
- If disinfectant/sanitizer supplies are running low, please contact the Facility Manager
- Powered industrial equipment, handles and other surfaces where multiple employees may touch should be considered for more frequent sanitizing

## 3. Employee Training

- **All employees** are required to watch the COVID-19 training that is posted on the ADP Portal. The CDC videos will provide you with information you need to know to help protect you from COVID-19.
- **All employees**, if you are sick, have COVID-like symptoms, have been around someone with COVID, have tested positive for

COVID in the last 10 days, or have reason to believe you have the virus, please notify your supervisor, and stay home. Refer to the [Response Protocol](#)

#### 4. Face Mask

- CHC provides N95s upon request. *All employees* can wear face coverings without fear of retaliation.
- *All employees* are required to wear face masks while indoors or in vehicles, subject to certain limited exceptions (e.g., being alone in a room or work area (e.g., cubicle or Flowtherm Cell), eating or drinking while maintaining physical distancing, while wearing a respirator, etc.) **It is all employee's responsibility to wear a facemask.**



- ① Place any straps around your ears, or tie behind your head's crown and the nape of the neck to secure mask to face.**
- ② Cover your entire nose and mouth. Carefully pull and stretch the mask to adjust it around these areas.**
- ③ Be sure to tuck the mask beneath your chin if possible, as this prevents shifting.**

## 5. Business Travel

All essential business travel must be approved by the President/CEO, COO, or the Director of Human Resources to help protect our employees' health and safety. Vaccinated and unvaccinated employees are required to get a COVID-19 test and provide test results via secure email to the [Director of Human Resources](#) before coming to any office.

## 6. Health and Safety

CHC's goal is to help employees stay healthy and safe. If you have an issue or concern, please contact your manager or HR. If you are feeling anxious about COVID-

19, please remember that our employee assistance program can help you. Please contact [MHN](#); our company ID is: **calhydro**. Here are some tips to help you:



- Take breaks from watching, reading, or listening to news stories, and social media about the pandemic
- Take care of your body by eating healthy, exercising regularly, and sleeping
- Make time to unwind. Try to do some other activities you enjoy
- Connect with others. Talk with people you trust about your concerns and how you are feeling
- For more tips, please visit the CDC website: [Managing Stress](#)

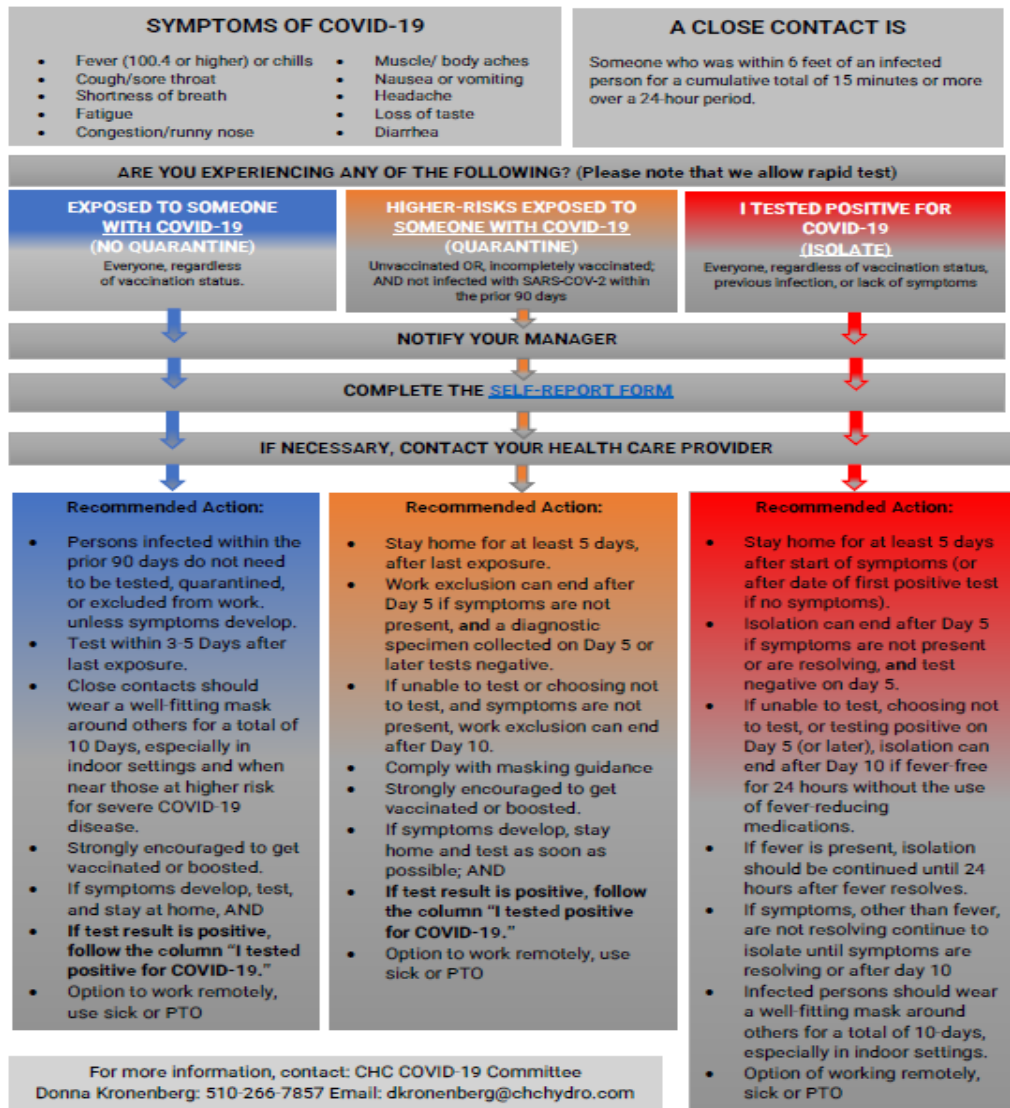
# Response Protocol



**CHC**

## EMPLOYEE GUIDANCE ON COVID-19

Please remember to evaluate your symptoms before reporting to work. No employee should report to work if you are experiencing any COVID-related symptoms.



Updated: 5-11-22

# Company Equipment, Trucks, And Personal Vehicles

---

- **Common Areas** please use disinfectant spray or hand sanitizer when touching common equipment like copy machines
- **Respirators** must be thoroughly sanitized with disinfectant spray before and after use
- **Forklifts** must be thoroughly cleaned with disinfectant spray before and after use. If possible, wear gloves and dispose after use
- **Devices** iPads, mobile phones, and hand tools should be limited to a single user. After use, please clean them with a disinfectant wipe
- **Company Trucks** should only be operated and occupied by their assigned service technician

## Visitors

---

To protect our employees, family members are not allowed to visit the office at any time.

## Daily Habits

---

### 1. Daily Practices

- *All employees*, you have the option of using phone, email or Zoom through Ring Central instead of face-to-face interactions to minimize COVID-19 exposure
- Wash your hands with soap and water for 20 seconds or apply hand sanitizer immediately after meeting another person
- *All employees* avoid touching your nose, mouth, and eyes
- *All employees* cover coughs and sneezes with a tissue or elbow, and immediately wash hands or apply hand sanitizer
- Keep frequently touched areas clean, for example, phones, computers, desktops, and other equipment

- *All employees* do not use other workers' equipment

# COVID-19 General Checklist

---

This checklist is intended to help CHC employees implement to prevent the spread of COVID-19 in the workplace and is supplemental to the CHC Return-to-Work/Resume Playbook.

This checklist is a summary of some parts of the guidance; familiarize yourself with the full text of the guidance before using this checklist.

## Training Employees on COVID-19

- All employees must watch the COVID-19 videos from the Centers for Disease Control and Prevention (CDC) on the [ADP Portal](#)
  
- All employees** frequently wash your hands with soap and water for 20 seconds (or use hand sanitizer when you cannot wash your hands)
  - When employee arrives and leaves work
  - Before and after eating
  - Before and after using the toilet
  - After close interaction with other persons
  - After contacting shared surfaces, equipment, or tools
  - Before and after wearing mask or gloves
  - After blowing your nose or sneezing

NOTE: Hand sanitizers must have at least 60% alcohol. They are less effective than handwashing in preventing the spread of COVID-19 but can be used as an interim measure if a hand-washing station is not immediately available

<input type="checkbox"/>	<b>All employees</b> , avoid touching your face, especially your eyes, nose, and mouth
<input type="checkbox"/>	<b>All employees</b> , wear a face mask when around others
<input type="checkbox"/>	Cloth face coverings can help protect people near the wearer, but they do not replace the need frequent hand washing



<input type="checkbox"/>	<b>All employees</b> have the option of holding meetings via Zoom (RingCentral) or meet outside to minimize COVID-19 exposure
<input type="checkbox"/>	<b>All employees</b> wear face coverings when interacting face-to-face with customers and visitors

### Good Hygiene Practices

<input type="checkbox"/>	If bathroom supplies such as soap and hand towels are low, notify the Facility Manager
<input type="checkbox"/>	Use hand sanitizers before and after touching bathroom entry doors
<input type="checkbox"/>	Frequently wash your hands with soap and water for 20 seconds (or use hand sanitizer when you cannot wash your hands)

### Safe Work Practices

<input type="checkbox"/>	Limit sharing tools, equipment, office supplies (e.g., scissors) as much as possible. If these must be shared, make sure to disinfect them before use
<input type="checkbox"/>	<b>All employees</b> we encourage you to drive to work instead of taking mass transit
<input type="checkbox"/>	<b>All employees</b> , we advise that you do not shake hands
<input type="checkbox"/>	<b>All employees</b> , we advise that you do not share food or water

### Sick/COVID-19 Symptoms

Please refer to the [Response Protocol](#).

# Thank You

CHC is the leader in our industry because of our employees. Please take CHC's Return-to-Work Playbook seriously, so that we can continue to succeed.

**COVID-19** Coronavirus Disease

## KEEP THE WORKPLACE SAFE

**PRACTICE GOOD HYGIENE**

Stop handshakes- use other non-contact methods of greeting.

Clean hands- Wash hands at regular intervals with soap and water for 20 seconds or use alcohol-based sanitizers.

Cover coughs and sneezes.

Disinfect surfaces like doorknobs, tables, desks, and handrails regularly. Increase ventilation by opening windows or adjust air systems.

**BE CAREFUL WITH MEETINGS**

Use video conferencing or calls for meetings when possible.

Hold in-person meetings in open, well-ventilated spaces.

Consider adjusting or postponing large meetings or gatherings.

**HANDLE FOOD CAREFULLY**

Limit the sharing of food.

Ensure cafeteria staff and their close contacts practice strict hygiene.

**STAY OR GO HOME IF...**

Stay home if you are sick.

Stay home if you have these symptoms;

- Fever
- Cough
- Shortness of breath

Stay home if you have a sick family member at home.

## PREVENT THE SPREAD OF GERMS!