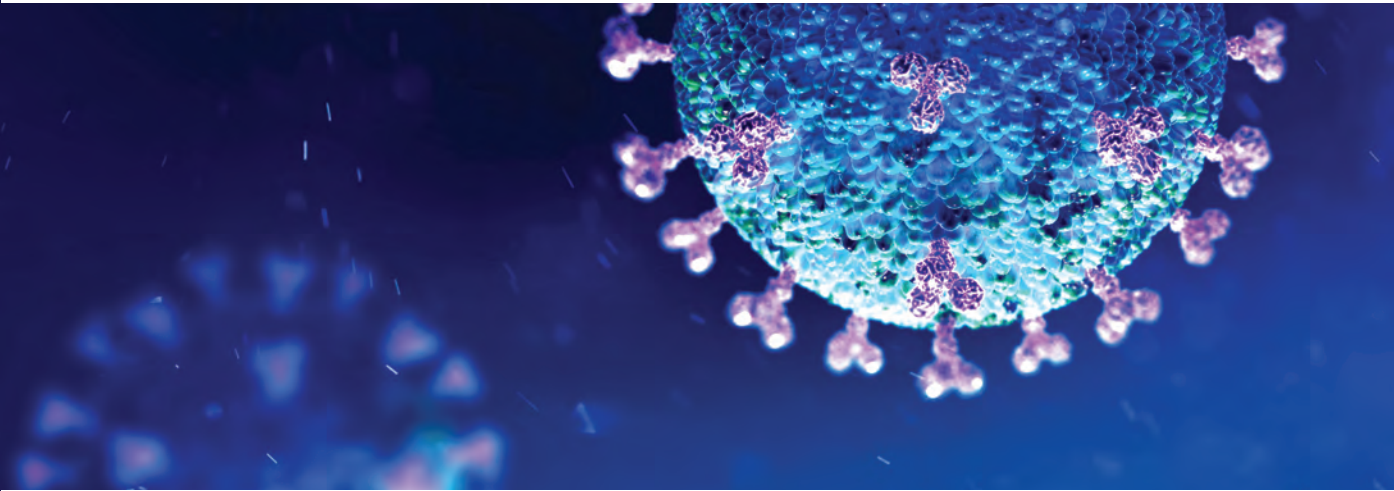


# COVID-19 SAFETY PLAN

## Return-to-Work Resources



Rancho Mesa Insurance Services, Inc. understands the obligation to adapt to new safety protocols as your business reopens. We have compiled a list of available resources from our **RM365 HRAdvantage™** and **Risk Management Center** portals to help in the return to the workplace.

### RM365 HRAdvantage™

To find the following items in the RM365 HRAdvantage™ Portal, login and click on “Comply” at the top of the page. Then, click on the “COVID-19” red icon link. This will bring you to the “Coronavirus (COVID-19) Resources” page.

#### Videos

- Workplace Health and Safety: Bringing People Back to Work During the Pandemic
- Return to Work Considerations: Postings and Policies
- Health and Safety Best Practices for Returning to Work
- Keeping the Workplace Safe
- Recall Letter for Furloughed Employees
- When Employees Are Afraid to Return to Work
- If an Employee Declines Offered Work: Impact on Unemployment Benefits

#### Policies and Letters

- Recall from Furlough - Revised Offer Letter
- Welcome Back Letter (COVID-19 Return to Work)
- Employee Notice – Face Coverings

#### Quick Start Guides

- Deciding Who to Recall from Furlough or Layoff
- Return to Work Checklist

#### Courses

- Assessing Your Organization's Risks
- Responding Effectively to Risks
- General Information: Coronavirus and

## Risk Management Center

To find the following items in the Risk Management Center Portal, login and type “COVID-19” or “Coronavirus” into the search bar.

### Documents

- COVID-19 Guide
- COVID-19 Guide - Amendment A: What To Do If Employee Has Tested Positive
- COVID-19 CDC Guidelines
- COVID-19 Written Program
- COVID-19 Written Program Acknowledgement Form
- COVID-19 Site-Specific Safety Plan
- Telework Agreement
- COVID-19 Checklist for Management
- COVID-19 Checklist for Jobsites
- Prevent Workers Exposure to COVID-19
- COVID-19 Health Screening Form
- COVID-19 Employee Health Screening Form and Temperature Log
- COVID-19 How to Prevent Catching & Spreading Coronavirus
- Coronavirus and Workplace Hygiene
- COVID-19 Proper Handwashing Techniques
- Kitchen Safety: Surface Cleaning & Sanitizing Log
- Hazard Communication – Solvents
- What to do if you are sick

### Trainings

- COVID-19 - General Awareness Training
- Supervisor Guide - Returning Back to Work
- Safety Program - Visitor Safety
- Hazard Communication Awareness for Managers
- Hazard Communication Awareness for Employees
- Hazard Communication - Safety Data Sheets
- Respiratory Protection

### Posters

- COVID-19 - Ten Steps all Workplaces Can Take to Reduce the Risk of Exposure
- COVID-19 - Eliminate the Spread - Workday Flowchart
- CDC - Don't Spread Germs at Work
- COVID-19 - How to Use Chemicals Safely
- COVID-19 - Do Not Enter If You Have Symptoms Sign
- COVID-19 - Stand 6 Feet Apart Sign
- COVID-19 - Wash Hands upon Entry Sign
- CDC - Proper Handwashing Sign
- COVID-19 - Please Wear a Face Mask Sign

### CONTACT US TO LEARN MORE!

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**Many of the training materials are available in both English and Spanish.**



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