

# **Rinehart Oil Inc. COVID-19 Prevention Program**

## **Emergency Temporary Standards**

This document is the COVID-19 prevention program for all Rinehart Oil Inc. employees. It is designed to give basic information on how to protect yourself and others you work with from contracting COVID-19.

### **Basic protective measures against the Coronavirus**

- Wear a mask in all public areas of the company. This includes the main office, outlying offices, driver room, maintenance shop, warehouse, wash rack, fuel islands, parking lots, delivery locations and loading terminals.
- Maintain Social Distancing of at least 6 feet.
- Wash your hands frequently for 20 seconds with soap and hot water.
- Use the antibacterial hand sanitizers, spray sanitizer and wipes provided by the company to wipe your hands and surfaces at the beginning and end of your shift.
- Wipe down all high touch areas like door knobs, steering wheels, gear shifts, brake reset buttons, grab bars, tablets and time clocks.
- Avoid touching eyes, nose and mouth.
- Cover your mouth when coughing or sneezing (in tissue or elbow)
- Use company provided no touch thermometer when entering the main office and shop. Consider buying a no touch thermometer for home use and take the self-assessment test at the CDC website or other websites before coming to work each day.  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>
- If you have a fever, cough or difficulty breathing stay home and seek medical care early.
- Staff meetings will be conducted outside, under the outside carports or in the warehouse with masks on and social distance of 6 feet.
- Open windows and doors to allow fresh air into the room, warehouse or shop.
- Do not use or share utensils, cups, plates, cutting boards, knives and serving spoons in the breakroom unless you wash them with soap and water first.
- Disinfect the water cooler before and after use. If you're not sure bring your own water to work.
- Wipe off and disinfect kitchen appliances prior to using. At a minimum properly wash hands after using any of the kitchen appliances.
- Let your supervisor know we are low on cleaning supplies, masks, gloves and other protective equipment.

## COVID-19 Hazards

- Stay away from public and employee areas where someone isn't following directions by not wearing a mask.
- Always maintain social distances of 6 feet and don't meet longer than a few minutes but never more than 15 minutes.
- Please don't physically get near someone you know has COVID 19 symptoms.

## COVID-19 Testing

- Rinehart Oil has procured some iHealth at home COVID-19 Antigen Test Kits. They are available at the main office for your use. The kits are free and should only be used by Employees of the company. These tests should only be used if you have symptoms or close contact with someone that has tested positive for COVID-19.
- If you believe you have been exposed to someone with COVID-19 at home or at work the company can direct you to the nearest COVID-19 testing location in your area. Please contact Julie Rinehart in Human Resources to get the locations. She will walk you through the process of finding and receiving a COVID-19 test. She can be reached at the main office (707) 462-8811 ext. 3304.
- OR to schedule a test yourself, go to the following website. <https://www.lhi.care/covidtesting>. This site will help you find a location near you. You will be required to put in some basic information about yourself. You will need your insurance card, member and group numbers to register.
- If you would like to be tested to make sure you are negative whether you have been exposed or not, we can still provide the same information so a test can be provided free of charge through our Health Insurance.

## Reporting a Positive Test

Once you've taken a COVID-19 test you will receive an email or text with the results. Usually, the results come back 2 to 4 days after the test. If you test positive you need Call Julie Rinehart in Human Resources and send the results to her email address [jrinehart@rinehartoil.com](mailto:jrinehart@rinehartoil.com)

The results will be shared by the testing company with your County Public Health Department and possibly the State. A representative from the county or state may or may not call, conducting a short interview about contact with others, when symptoms first appeared, your general health condition and eventually determine when it is safe to return to work.

If you test positive regardless of your vaccination status you should follow the guidelines provided by the County Health Department where you reside or work. Additionally the state of California Department of Public Health has guidelines for those exposed or testing positive.

Here are links to the CDPH Website:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>.

Regardless of your result, it is still important for you to take the following actions for care at home:

- Wash hands thoroughly and frequently with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Avoid touching eyes, nose, and mouth with unwashed hands.
- To cough or sneeze, cover mouth and nose with a tissue and immediately dispose of it. If no tissue is available, cough/sneeze into the inside of elbow, not hands. Wash hands thoroughly with soap and water immediately following.
- Avoid sharing eating utensils, towels, linens, clothes or other items. Wash items thoroughly with soap and water.
- Practice physical distancing. This includes avoiding crowded public places where close contact with others may occur. Maintain distance of 6 feet (2 meters) from others, when possible. Avoid contact with people who are sick.
- Use cloth face coverings when you are: Inside of, or in line to enter, any indoor public place or using public transportation, a taxi, private car service, or ride-sharing vehicle or Outside and unable to physical distance 6 feet (2 meters) away from others
- Use household detergent and water to clean frequently touched surfaces such as tabletops, light switches, handles, phones, keyboards, toilets, faucets, and doorknobs. Dirty surfaces should be cleaned, then disinfected using common household disinfectant.
- Open windows and use a fan (if possible) in shared spaces for good airflow.
- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID19. Take your temperature if symptoms develop. Follow CDC guidance if symptoms develop.
- If your test is positive it is important to self-isolate, stay in a separate room away from other people in your household to keep them safe and prevent them from getting ill.
- Self-Isolation can safely be stopped 10 days since symptoms first appeared AND 24 hours with no fever without the use of fever-reducing medications AND others symptoms of COVID-19 are improving.
- If you tested positive but never had symptoms you can be with others 10 days after the test was taken, BUT if you develop symptoms, you need to follow the self-isolation instructions above.
- More instructions will be given to you from the testing company once you receive your results positive and negative.

## COVID-19 Training and General Information

In addition to this program, Rinehart Oil Inc. has implemented through Test Team Trainer, two (2) separate COVID-19 training programs that all employees must complete. This training includes:

- The basic Policies and Procedures to protect employees are found in this document.
- State and Federal supplemental paid sick Leave expired on Sept 30, 2021. In the event you test positive or are required to quarantine you will have to use the company provided sick leave or vacation time. Notification of any new paid benefits will be communicated immediately if they become available by the state or federal government.
- Proper use of face coverings is included in this document as well as the TTT training programs already implemented by the company.
- Proper face coverings are provided for free and can be obtained at the main office in Ukiah.
- A respirator will be provided free to all employees upon request. K95 and KN95 ASTM Level 3 Certified masks can be found at our main office in Ukiah. The HR manager or supervisor will check you to make sure the fit is proper
- Proper hand washing methods are provided in this document and posted in all restrooms in the company.
- COVID -19 symptoms, signs and information is provided in Test Team Trainer, on posted signs at all locations and buildings. Free antigen tests will be provided upon request for anyone experiencing symptoms or have been exposed to someone that has tested positive for COVID-19.

## **Resource Page**

**Registering to make an appointment to get tested with LHI / Optum Serve**

<https://www.lhi.care/covidtesting>

**County websites for Coronavirus information and testing sites**

- **Mendocino County**

<https://www.mendocinocounty.org/community/novel-coronavirus/covid-19-testing>

- **Sonoma County**

<https://socoemergency.org/emergency/novel-coronavirus/healthy-body-mind/healthcare-testing/covid-19-testing-in-sonoma-county/>

- **Solano County**

[https://www.solanocounty.com/depts/ph/coronavirus links/faq\\_community\\_testing\\_sites.asp](https://www.solanocounty.com/depts/ph/coronavirus links/faq_community_testing_sites.asp)

- **Sacramento County**

[https://www.saccounty.net/COVID-19/Pages/Symptom-Screening\\_MobileTestingSite.aspx](https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx)

**CDC Centers for disease Control and Prevention**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**California All State COVID website**

<https://covid19.ca.gov/>

**John Hopkins University of Medicine COVID Information Center**

<https://coronavirus.jhu.edu/map.html>

**Get immediate help in a crisis Call 911**

- Disaster Distress Helpline: 1-800-985-5990 (press 2 for Spanish), or text TalkWithUs for English or Hablanos for Spanish to 66746.
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255) for English, 1-888-628-9454
- National Domestic Violence Hotline: 1-800-799-7233 or text LOVEIS to 22522
- National Child Abuse Hotline: 1-800-4AChild (1-800-422-4453) or text 1-800-422-4453
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- The Eldercare Locator: 1-800-677-1116
- Veteran's Crisis Line: 1-800-273-TALK (8255) or Crisis Chat or text: 8388255

## Isolation and Quarantine Recommendations for the General Public (not applicable to healthcare personnel)

**Table 1**

Persons Who Test Positive for COVID-19 (Isolation)	Recommended Action
Everyone, regardless of vaccination status, previous infection or lack of symptoms.	<ul style="list-style-type: none"> <li>Stay home (PDF) for at least 5 days.</li> <li>Isolation can end after day 5 if symptoms are not present or are resolving <b>and</b> a diagnostic specimen* collected on day 5 or later tests negative.</li> <li>If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.</li> <li>If fever is present, isolation should be continued until fever resolves.</li> <li>If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.</li> <li>Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see Section below on masking for additional information)</li> </ul> <p>*Antigen test preferred.</p>

**Table 2**

Persons Who are Exposed to Someone with COVID-19 (Quarantine)	Recommended Action
<ul style="list-style-type: none"> <li>Unvaccinated; OR</li> <li>Vaccinated and booster-eligible but have <b>not</b> yet received their booster dose.**</li> </ul> <p>(Refer to CDC COVID-19 Booster Shots to determine who is booster eligible)</p>	<ul style="list-style-type: none"> <li>Stay home (PDF) for at least 5 days, after your last contact with a person who has COVID-19.</li> <li>Test on day 5.</li> <li>Quarantine can end after day 5 if symptoms are not present <b>and</b> a diagnostic specimen collected on day 5 or later tests negative.</li> <li>If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10.</li> <li>Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see Section below on masking for additional information).</li> <li>Strongly encouraged to get vaccinated or boosted.</li> <li>If testing positive, follow isolation recommendations above.</li> <li>If symptoms develop, test and stay home.</li> </ul>

\*\* Workplace Setting (not applicable to healthcare personnel):

In a workplace setting, asymptomatic employees in this category are not required to stay home from work if:

- A negative diagnostic test is obtained within 3-5 days after last exposure to a case
- Employee wears a well-fitting mask around others for a total of 10 days
- Employee continues to have no symptoms.

**Table 3**

Persons Who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Action
<ul style="list-style-type: none"> <li>Boosted; OR</li> <li>Vaccinated, but not yet booster-eligible.</li> </ul> <p>(Refer to CDC COVID-19 Booster Shots to determine who is booster-eligible)</p>	<ul style="list-style-type: none"> <li>Test on day 5.</li> <li>Wear a well-fitting mask around others for 10 days, especially in indoor settings (see Section below on masking for additional information)</li> <li>If testing positive, follow isolation recommendations above.</li> <li>If symptoms develop, test and stay home.</li> </ul>



**Mendocino County Public Health Department**  
*Healthy People, Healthy Communities*  
**Dr. Andrew Coren, County Health Officer**



## **Press Release**

*Not for op-ed*

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Date: January 6, 2022

**TO: MENDOCINO COUNTY NEWS MEDIA**

**FR: MENDOCINO COUNTY PUBLIC HEALTH**

**Public Notice:** Mendocino County Health Officer Dr. Andrew Coren issued an updated Health Order effective immediately. The Order updates COVID-19 isolation and quarantine procedures in the county. Positive cases and close contacts may now end their isolation or quarantine after 5 days with a negative antigen test, provided they no longer have symptoms and wear a surgical grade mask for the remainder of the 5 days. In addition, a person is now considered to have a "Current COVID-19 Vaccine" only if they have received all boosters for which they are eligible.

"Omicron's increased contagion makes boosters essential for a high level of protection from illness, hospitalization and death," explained Dr. Coren.

The Omicron variant is two to four times more infectious than the Delta variant. Evidence shows that individuals who have received a booster increase their protective immunity against COVID-19, as the effectiveness of the original vaccine is waning over time. Updating the definition of what it means to have a "Current COVID-19 Vaccine" in the context of isolation and quarantine will reduce community spread, severe cases, and hospitalizations.

The changes to the Health Order do not affect who needs to self-isolate with COVID-19. All positive cases must isolate for 10 days, or 5 days with a negative antigen test. The Order does change which close contacts need to quarantine, as only those with a "Current COVID-19 Vaccine" do not need to quarantine for 10 days.

To read the full Health Order, please visit the [Mendocino County Public Health](#) webpage.



**Mendocino County Public Health Department**  
*Healthy People, Healthy Communities*  
**Dr. Andrew Coren, County Health Officer**



## Public Health Advisory

Date: January 12, 2022

**Public Notice:** Mendocino County Public Health is advising county residents to avoid large gatherings and limit personal gatherings and parties to 12 people when individuals with higher risk are present.

Mendocino County is experiencing a surge of COVID-19 cases due to the introduction of the Omicron variant. Omicron is more transmissible than previous variants and more apt to evade immunity from a past COVID infection or vaccination (immune evasion). Cases in Mendocino County have more than quadrupled since 12/25/21. Case numbers are also rising much more rapidly than during previous surges, while hospitals are nearing full capacity.

For these reasons, Mendocino County Health Officer Dr. Andrew Coren advises that:

**I. Gatherings**, especially those including individuals at higher risk, should be kept to 12 people or less. Higher risk individuals include pregnant women, the elderly, and those with underlying medical conditions (obesity, diabetes, kidney, heart conditions and compromised immune systems, and others). The best practice is to screen attendees for recent exposure, symptoms, and fever, and restrict to those people who are current in their vaccine and preferably tested negative within the last 1-3 days. Maintain 6 feet of social distance and have gatherings outside for the best ventilation. Minimize eating and drinking with indoor gatherings.

**II. Large gatherings** (over 50 indoors or over 100 outdoors) where **social distancing of 6' or more** cannot be maintained, should be avoided, postponed, or canceled. This does not apply to attendance at regular school classes, work, courthouses, places of worship, cafeterias, or any venue that is open to public circulation as part of its regular operations such as shopping malls, stores, and museums.

**III. Wear a mask** that is a well-fitted medical grade or N95 type over mouth and nose.

**IV. Get vaccinated and boosted.** Vaccination is the best protection against severe COVID infection and hospitalization. The unvaccinated in California are 10 times more likely to be hospitalized with COVID than the fully vaccinated. Vaccines are available for everyone age 5 and older, while boosters are available for everyone age 12 and older.

If you have questions about COVID vaccines or boosters, speak with your doctor or call Public Health at 707-472-2759. To find the nearest vaccine clinic or testing site in your area, please visit the Public Health website at: [www.mendocinocounty.org/covidvaccine](http://www.mendocinocounty.org/covidvaccine)





## Mendocino County Public Health

Healthy People, Healthy Communities  
Andy Coren, MD, County Health Officer



### COVID-19 DAY 5 QUARANTINE or ISOLATION Release: SELF-ATTESTATION FORM

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I \_\_\_\_\_ (print full name) DOB \_\_\_\_\_, attest to the following:

(Initial below only what applies):

☐

I was home on QUARANTINE or ISOLATION due to COVID. My QUARANTINE or ISOLATION began on date \_\_\_\_\_ and I have completed at least 5 days of my QUARANTINE or ISOLATION period.

☐

I have no symptoms or my symptoms have improved and I have not had a fever within the past 24 Hours.

☐

I took a COVID-19 antigen (rapid) test on date \_\_\_\_\_ and obtained a negative result.

☐

I will continue to wear medical or N95 masks while near others, whether indoors or outdoors, and monitor symptoms for the remainder of the ten day period.

Signature \_\_\_\_\_

Date \_\_\_\_\_

By signing I attest that the information stated above is true and accurate.

This Self-Attestation form hereby qualifies the individual for early release from their QUARANTINE or ISOLATION ONLY if all of the above qualifications are met.

For any questions regarding the Day 5 early release process please refer to the latest Mendocino County Health Order found on our county webpage at:

[www.mendocinocounty.org/community/novel-coronavirus/health-order](http://www.mendocinocounty.org/community/novel-coronavirus/health-order)

Or call the Call Center at 707-472-2759.

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/

OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date: \_\_\_\_\_

Name of person conducting the investigation: \_\_\_\_\_

Name of COVID-19 case (employee or non-employee\*) and contact information: \_\_\_\_\_

Occupation (if non-employee\*, why they were in the workplace): \_\_\_\_\_

\*If we are made aware of a non-employee COVID-19 case in our workplace

Names of employees/representatives involved in the investigation: \_\_\_\_\_

Date investigation was initiated: \_\_\_\_\_

Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed: \_\_\_\_\_

Date and time the COVID-19 case was last present and excluded from the workplace:

\_\_\_\_\_

Date of the positive or negative test and/or diagnosis: \_\_\_\_\_

Date the case first had one or more COVID-19 symptoms, if any: \_\_\_\_\_

Information received regarding COVID-19 test results and onset of symptoms (attach documentation):

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
  - They were fully vaccinated before the close contact and do not have symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
  - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

1. All employees who were in close contact
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a) (2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

**What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?**

**What could be done to reduce exposure to COVID-19?**

**Was local health department notified? Date?**

## Appendix D: COVID-19 Training Roster

Date: \_\_\_\_\_

Person that conducted the training: \_\_\_\_\_

[illegible]

## Appendix D: COVID-19 Training Roster

**Date:** [enter date]

**Person that conducted the training: [enter name(s)]**

[illegible]

## Appendix E: Documentation of Employee COVID-19 Vaccination Status - CONFIDENTIAL

Employee Name	Fully or Partially Vaccinated <sup>1</sup>	Method of Documentation <sup>2</sup>

<sup>1</sup>Update, accordingly and maintain as confidential medical record

<sup>2</sup>Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

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