



The following substantive changes were made to the RAP handbook for Board Approval on January 2022

Please note the COVID policy **DOES NOT MEET** the CAL OSHA requirement for a COVID prevention program which is different than the infectious disease addendum of 2020. It offers general guidance only.

- Added Parent-in-law to CFRA and PTO policies in accordance with [Assembly Bill 1033](#) (AB 1033), which provides that employers must grant eligible employees up to 12 weeks of job-protected time off from work annually for the purposes of providing care to a parent-in-law with a serious medical condition under the California Family Rights Act (CFRA).

Revised Benefits Overview to include the following language per BOARD approval in 2021:

- Employees are given a reimbursement maximum amount of \$1,100 per month to cover insurance premiums costs This benefit can be used to cover that employee and eligible family member. The amount will be increased to cover the insurance premium for a RAP employee. RAP requires employees to apply for Medi Care once eligible.

Revised the Holiday schedule for 2022:

- For the 2022 calendar year, RAP Foundation observes the following paid holidays:
 - New Year's Day
 - Martin Luther King Jr.'s Birthday
 - Presidents' Day
 - Cesar Chavez Day
 - Memorial Day
 - Juneteenth (June 19, observed 6/20/22) Proposed
 - July 4th (Independence Day)
 - Labor Day
 - Veterans Day
 - Thanksgiving Day and the Friday after
 - Christmas Day

RAP offices are closed from December 26 through January 1 for the holiday season.

Confidential Information Policy revised to address SB 331, which prohibits employers from requiring employees to sign an agreement or other document that restricts the employee's ability to disclose information about unlawful acts in the workplace and requires particular language to be included in confidentiality provisions. This policy includes statutorily required language that advises employees they aren't prevented from discussing or disclosing information about unlawful acts in the workplace such as harassment or discrimination or any other conduct that they have reason to believe is unlawful.

- *In the course of your work, you may have access to trade secrets or similarly protected*



proprietary or confidential information regarding RAP's business (such as financial data, research and development, marketing, business plans or strategies, suppliers, business partners or customers). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law.

Removed language from Rest Periods to comply with Augustus Vs. ABM Security Supreme Court decision.

- “you may not leave the premise for” removed

Added a general COVID Policy and Voluntary COVID Vaccination Policy (see attached for BOARD members only ETS requirement for COVID Prevention Program)

COVID Policy

This company policy provides general guidance regarding what actions RAP is actively taking to mitigate the spread of coronavirus. Employees are required to follow all these COVID prevention measure diligently, to sustain a healthy and safe workplace in this unique environment.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, RAP will update you as soon as possible in the manner with which the company normally communicates (email, posting etc.). This policy applies to all employees who physically work in the office.

Symptoms

Employees experiencing any symptoms of COVID such as but not limited to cough, headache, sudden loss of taste and smell without another explanation, sneezing, runny nose or fever are required to stay home, We strongly recommend you test for COVID within 3-5 days of experiencing symptoms. Please refer to our Injury Illness and Prevention Plan (IIPP) addendum for further information regarding testing, quarantine and isolation.

General Safety Measures

All employees are required regardless of vaccination status to wear masks when social distancing is not possible. Employees who are unvaccinated must wear a mask at all times unless they are alone or eating/drinking.

All employees are required to disinfect common areas after use, and are encouraged to disinfect their workspace at least twice daily or after visitors have left.



Injury Illness and Prevention Program

RAP has developed an addendum to the IIPP in accordance with the CLA OSHA ETS updated 12/28/2021. This program contains at a minimum the following information:

- Communicates to employees about the employer's COVID-19 prevention procedures.
- How RAP will identify, evaluate and correct COVID-19 hazards.
- Requires and provides face coverings and respirators in the manner and in the circumstances specified in the ETS.
- Advises employees they can wear face coverings at work, regardless of their vaccination status, without fear of retaliation by the employer.
- Use engineering controls, administrative controls and personal protective equipment under certain circumstances.
- The procedures RAP will follow to investigate and respond to COVID-19 cases in the workplace.
- RAP Provides COVID-19 training links in the IIPPP addendum to employees that must be completed with 14 days of the rollout of the program, or within 14 days of hire.
- RAP will make testing available at no cost to employees who have had a “close contact” (as defined in the ETS) with a person with COVID-19, and in the case of multiple infections or a major outbreak, make testing available at no cost on a regular basis for employees in the exposed work areas. This requirement does not apply to exposed employees who are fully vaccinated and have no symptoms, except during major outbreaks.
- RAP will exclude COVID-19 cases and exposed employees from the workplace until they are no longer an infection risk. Exposed employees who are fully vaccinated and have no symptoms do not need to be excluded.
- RAP follows return to work criteria.
- RAP will maintain records of COVID-19 cases and report serious illnesses to Cal/OSHA and to the local health department when required.

[COVID Vaccination Policy \(voluntary\)](#)

In accordance with RAP’s duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Scope



All employees are encouraged to receive vaccinations as determined by the California Department of Public Health (CDPH) and the Center for Disease Control (CDC)

Procedures

Employees must notify the CEO and arrange where possible for their vaccinations to occur during normal scheduled working hours. All employees will be paid for time taken to receive vaccinations.



ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK REVISIONS

All employees of Regional Access Project must read the attached revisions to Employee Handbook, then sign, date, and return this page to Human Resources within two weeks of receipt.

Employee Name (Please Print)

This will acknowledge that I have been given a copy of revisions and been instructed to replace these pages in my handbook. I understand that this Handbook supersedes all previous employee handbooks, written policies, oral and written agreements, procedures, manuals, and memoranda regarding the terms and conditions of my employment. I acknowledge that I am expected to read, understand, and adhere to the Company policies documented in this Handbook. I understand it is my responsibility to comply with the policies contained in this Handbook and any revisions made hereafter.

I understand and agree that I have the right to leave the Company at any time, with or without cause or advance notice, and that the Company has the same right to terminate my employment at any time, with or without cause or advance notice. I understand that this at-will nature of my employment, which includes the right of the Company to demote, transfer or discipline me with or without cause or notice, cannot be changed, waived, or modified, except in an individual written employment contract, signed by both me and the President of the Company.

I understand that other than the Company's policy of at-will employment, the statements contained in the Handbook are not intended to create any contractual or other legal obligations of the Company. I further understand that, other than the at-will policy, the Company may revise, modify, supplement, or rescind any of the policies summarized in this Handbook without advance notice to me.

I understand that if I am an employee who is covered by this Handbook and I have subsequently entered into a written employment agreement signed by me and the CEO, the guidelines, procedures and benefits discussed in this Handbook are not applicable to the extent they are inconsistent with my written employment agreement. However, if the written agreement does not address conditions or terms set forth in the Handbook, the Handbook shall apply to me.

Employee Signature

_____/_____/20_____
Date

The following page is for CEO and BOARD members (if required only)

SOURCE LINK

<https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html>

The COVID-19 Prevention Program

1. **Q: What are the main requirements of the ETS?**

A: To comply with the ETS, an employer must develop a written COVID-19 Prevention Program or ensure its elements are included in an existing [Injury and Illness Prevention Program](#) (IIPP). The employer must do the following in accordance with their written program:

- Communicate to employees about the employer's COVID-19 prevention procedures.
- Identify, evaluate and correct COVID-19 hazards.
- Require and provide face coverings and respirators in the manner and in the circumstances specified in the ETS.
- Advise employees they can wear face coverings at work, regardless of their vaccination status, without fear of retaliation by the employer.
- Use engineering controls, administrative controls and personal protective equipment under certain circumstances.
- Follow procedures to investigate and respond to COVID-19 cases in the workplace.
- Provide COVID-19 training to employees.
- Make testing available at no cost to employees who have had a “close contact” (as defined in the ETS) with a person with COVID-19, and in the case of multiple infections or a major outbreak, make testing available at no cost on a regular basis for employees in the exposed work areas. This requirement does not apply to exposed employees who are fully vaccinated and have no symptoms, except during major outbreaks.
- Exclude COVID-19 cases and exposed employees from the workplace until they are no longer an infection risk. Exposed employees who are fully vaccinated and have no symptoms do not need to be excluded.



- Follow return to work criteria.
- Maintain records of COVID-19 cases, and report serious illnesses to Cal/OSHA and to the local health department when required.

Cal/OSHA has posted a [Model COVID-19 Prevention Program](#) on its website for employers to use.