

3-19-2020

**Subject:** COVID-19(Corona Virus) : Keeping Our Workplace Safe

We want to be clear about how we will handle situations when an employee is sick or showing signs of being sick and when an employee should be allowed to return to work. Below you will find the following guidelines from the CDC when an employee is showing signs of being sick or had possible exposure to COVID-19

**If an employee is exhibiting any signs of being sick:**

- They need to be sent home or stay home if they call at the beginning of the shift!!!
- Employee should be symptom free for 24 hours if related to common cold or flu before returning to work.
- If employee has a fever (100.4° F [38.0° C] or greater using an oral thermometer), they must have no signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- If they have other sickness i.e. sinus infections, food poisoning, etc. the employee can come back as soon as they are well.

**If an employee has all 3 symptoms of COVID-19 (but not tested for COVID-19):**

- They need to stay home, self-quarantine and contact their doctor.
- To return to work an employee must:
  - have no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
  - AND
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved)
  - AND
  - At least 7 days have passed since your symptoms first appeared
  - They need to check with their supervisor or HR before returning.

**If an employee had possible exposure to COVID-19:**

- They need to be sent home if at work and stay home, self-quarantine and contact their doctor.
- To return to work an employee's exposure to COVID can be either
  - A negative test result for COVID-19 of exposed individual
  - OR
  - 14 days in quarantine from date of symptoms with no signs of fever, cough or respiratory issues
  - They need to check with their supervisor or HR before returning.

Changes are occurring daily about defeating the spread of COVID-19 and we are trying to stay on top of the latest changes, communicating them to you timely, following the guidelines to stop the spread and taking care of our customers who continue to operate.

As always, please contact your Vice President and/or the HR department with any questions or concerns.

Thanks for your continued support in this uncertain time.