

Coronavirus (COVID-19) Company Policy

Policy Brief & Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, the company will update you as soon as possible.

How to Prevent the Spread of COVID-19

There is currently no vaccine to prevent the COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. Everyday preventive actions to help prevent the spread of respiratory viruses include:

- Clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash your hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hand.
- Avoid close contact with people who are sick.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs with the cleaning agents that are usually used in these areas, following the directions on the label of the cleaning agent.
- Stay home when you are sick.
- Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. At this time, the CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.

Company Policies Related to COVID-19

For the health and safety of all of your coworkers, it is essential that you do not report to work if you are simply ill or you suspect that you have been exposed or have been diagnosed with the COVID-19 virus. For further guidance, consider the following directives.

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), 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 you have a confirmed case of COVID-19, you will not be allowed to report to work for at least 14 days.
- Any employees exposed to another person with a confirmed case of COVID-19, will be asked to conduct a risk assessment (“Risk Assessment”) to assess their potential exposure pursuant to CDC guidance. Depending on your individual Risk Assessment, you may not be allowed to report to work for at least 14 days.
- Employees that have traveled to high-risk countries as determined by the State Department, will not be allowed to report to work for 14 days.

Company Policy Related to Sick Leave

Please follow the Company policies related to sick leave and for reporting that you will be absent. If you have a confirmed case of COVID-19 or have been self-quarantined due to exposure, the Company will need you to provide an authorization from your healthcare provider authorizing you to return to work. The Company will keep all employee health information confidential. If a healthcare provider confirms you do not have COVID-19, and you have recovered from your illness, please return to work as you would normally from a common illness like the cold or flu.

Public Policy Implications

This national health pandemic continues to evolve. As such, current application of this company policy may change at any time due to state and/or federal guidance or new regulations. At this current time, please self-monitor your health and contacts, maintain social distancing, and ensure that you follow appropriate safety and hygiene protocols.

Please contact Human Resources if you have any questions.