COVID-19 PROTOCOL TO PROTECT HEALTH AND SAFETY OF ALL EMPLOYEES

All, the safety, health and well-being of our employees is our top priority. As such, we are implementing the protocol below in accordance with the CDC's guidance. As the CDC's guidance evolves, we will update this protocol as needed. The protocol below is broken down into four scenarios. If any of these four scenarios apply, please immediately report all such cases to HR. HR will assist you with implementing these protocols, especially regarding any situations that may need to be analyzed on a case-by-case basis. We hope you and your loved ones remain safe and healthy. Thank you for your continued help and trust as we manage through this time together.

DEFINITIONS:

* **"Cold or flu-like symptoms"** include fever, cough (usually dry), or shortness of breath. If unsure, employee will be required to take the CDC's coronavirus self-checker: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#

** **"Close Contact"** is defined as follows: (a) being within approximately 6 feet of a person with COVID-19; or (b) having direct contact with infectious secretions or excretions of the person (e.g., being coughed on). Close contact generally does not include brief interactions, such as walking past a person.

*** **"Travel"** means business or personal travel (1) by any means outside the U.S.; (2) on any commercial flights or cruise ships; and (3) by any means (including by foot or vehicle) to or from areas under a CDC Domestic Travel Advisory (currently includes New York, New Jersey, Connecticut, but is subject to change).

	SCENARIO	PROTOCOL

1	Positive Test for COVID-19	1) Immediately self-quarantine for a minimum of 14 calendar days.
		
		2) Employee may only return to work after all three of the following conditions have been met:
		
		   a. No fever at or above 100.4°F without fever-reducing medication for at least 72 hours; **and**
		
		   b. All other cold or flu-like symptoms* have improved; **and**
		
		   c. Two negative COVID-19 tests in a row, 24 hours apart, to determine if they are still contagious. Both test results must be provided to HR. If employee cannot get such tests done, (1) the employee must wait at least 7 days after all symptoms have fully resolved; and (2) HR must approve a return-to-work note from the medical provider.
		
		3) Provide a list to HR of everyone that the employee has been in close contact** with and immediately implement the self-quarantine for all such employees. Then, please follow SCENARIO #3 below for all such employees.

| 2 | Cold or Flu-Like Symptoms* in Past 14 Days | 1) Immediately self-quarantine for a minimum of 14 calendar days; **and**

2) Seek a medical evaluation from a medical provider.

    a. If medical provider conducts COVID-19 testing:

        i. If positive, see SCENARIO #1 above.

        ii. If negative, the employee may return to work before end of 14-day quarantine, but only after:

            1. No fever above 100.4°F without fever-reducing medication for at least 72 hours; **and** other symptoms have improved; **OR**

            2. HR approves a return-to-work note from the medical provider.

    b. If medical provider does **NOT** conduct COVID-19 testing, then follow the same protocol for a negative test in 2(a)(ii).

3) On a case-by-case basis after a careful review of the facts and circumstances, HR may, in consultation with the Pandemic Advisory Committee, determine that the 14-day self-quarantine and/or the medical evaluation are <u>not</u> required. |
| 3 | Close Contact** with COVID-19 in Past 14 Days | 1) Immediately self-quarantine until further notice and immediately contact HR so they can conduct remaining analysis in this SCENARIO #3. HR will consult with Pandemic Advisory Committee as necessary.

2) Determine if person potentially exposed is demonstrating any <u>cold or flu-like symptoms</u>*. If yes, see SCENARIO #2 above.

3) Determine if <u>close contact</u>** has occurred, such as living with, intimate, or caring for person with COVID-19.

4) Determine if recommended hygiene and social distancing precautions were followed.

5) After a careful review of the facts and circumstances, HR will, in consultation with the Pandemic Advisory Committee, determine whether the 14-day self-quarantine is required. |

| 4 | Business or Personal Travel*** in Past 14 Days OR Close Contact** With a Person That Has Traveled*** in Past 14 Days | 1) Immediately self-quarantine for a minimum of 14 calendar days; **and** 2) Must follow CDC self-observation guidelines, including remaining alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the 14-day self-observation period, they should take their temperature, self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed. 3) If no cold or flu-like symptoms* develop at any time during the 14-day period, employee may return to work. 4) If such cold or flu-like symptoms* do appear at any point during the 14-day period, the employee must continue to self-quarantine and seek medical advice, including possible testing for COVID-19. See SCENARIO #2 above. **IMPORTANT NOTE**: Employees are also required to abide by any federal, state, or local travel-related quarantine requirements. For example, some States are requiring individuals to quarantine for 14 days if they have traveled to certain other States. However, please remember that these mandates may not apply to critical infrastructure sectors like ours. |