

When an Associate has Been Identified with COVID-19

For those instances where a P+ associate has been identified

- The associate must stay at home a minimum of 14 days after symptoms and until formally cleared by a physician.
- If a manager receives notification, he or she will notify Human Resources.
- A tracing discussion is held between Human Resources and the P+ associate and other associates (as described above).
- Associates identified to have worked in close proximity of a P+ associate are notified individually. They should not come into the facility. If they are already at the facility, they should be sent home for 14 days to self-quarantine.
- All other associates will be informed that there is a positively diagnosed or presumed P+ associate (either through morning meetings or email). If the associate has agreed to release his or her name, it will be communicated at this time. Otherwise, the areas in which the P+ associate worked and visited will be identified and disinfected, as well as all common areas.
- Work resumes in that area after disinfecting is complete.