

Actions if an Associate Gets Sick at Work

If an associate is diagnosed or presumed positive (i.e., P+) with Coronavirus, the following procedure will be followed:

- Report the occurrence immediately to your Vice President of Human Resources
- The Company will reach out to all other associates who may have come in contact with that individual
- Associates who are “at-risk” will be notified and instructed to work from home and/or stay home even if their position does not allow working from home
- The P+ associate’s work station and surrounding areas (including lavatories, kitchen and/or cafeteria) will be disinfected.

If you work in close proximity to a P+ associate, you will be asked the following questions (referred to as a tracing discussion):

- Do you feel sick? If so, when did you start to feel sick?
- Do you know where and when you might have been exposed?
- Can we inform other associates at this location your name? This helps us identify others who may have been in contact that the P+ associate.
- Who did you come in contact with after you were either exposed and/or started to feel sick?
- Who are those associates with whom you work or have had prolonged conversations (30 minutes or more) in close proximity (within six feet) or one who has tested positive?
- Most likely, you will be required to self-quarantine for 14 days.

What is a presumed positive (P+) or high-risk associate?

- An associate, regardless of symptoms, who lives with an individual that tested positive for COVID-19
- An associate whose physician confirms he or she is presumed positive based on the associate’s specific case
- An associate who has fever
- An associate who lives with a first responder or a front-line health care worker (this associate must be self-quarantined indefinitely or until such time that they have had 15 days without interaction. These are individuals who are living with an individual who is actively working with infected patients either in a hospital or ambulance)
- An associate who is immune compromised (e.g., prior organ transplant, autoimmune disorder) or over age 65
- An associate with a fever or other symptoms