



COVID-19 Stay Home & Return to Work Policy

This document is designed to tell you what to do if you suspect that you may have a COVID-19 infection, or have been told by your healthcare professional that you may have a COVID-19 infection.

Your responsibilities to help ensure the safety of others:

1. Report the situation to your supervisor and/or HR immediately.
2. Complete the COVID-19 Exposure self-report form available on ADP and SharePoint.
3. Communicate updates on your condition to your supervisor regularly.
4. If tested, either provide a confirmation letter of the test results to HR, or give your permission to contact the testing facility to verify your test results.

You must stay home if either condition is true:

1. You have not been tested for COVID-19 infection **and**:
 - a. You have had active symptoms of cough, fever, or shortness of breath, **or**
 - b. You have been advised to self-quarantine for 14 days by your health care professional
2. You have been tested for COVID-19 (regardless of whether you have had symptoms) **and**:
 - a. You are awaiting results, (unless otherwise directed to return to work due to large group testing), **or**
 - b. You have received COVID-19 test results and you have not provided HR with **either** confirmation of your results **or** permission to contact the testing facility to verify your results.
3. You have not had symptoms but have had direct contact with someone who tested positive and your health care provider advises self-quarantining

When you can return to work*:

If you **have not** been tested for COVID-19 infection:

1. **If you have had symptoms** of cough, fever, or shortness of breath, **or you had been advised to self-quarantine** for 14 days by your health care professional, you may return to work when:
 - a. At least 72 hours have passed since you recovered from your illness; meaning you have not had respiratory symptoms such as cough or shortness of breath, **and** you have not had fever (without taking fever-reducing medications like Tylenol) during the last 72 hours; **and**
 - b. At least 10 days have passed since symptoms first appeared, **and**
 - c. You completed a 14-day self-quarantine **if** you were advised to do so by your healthcare professional, **and**
 - d. You have contacted the Workers Comp Manager, who will review the above criteria with you.

If you **have** been tested for COVID-19 infection:

1. You **tested negative**; you may return to work when:
 - a. You have provided confirmation of your results to HR, or permission to contact the testing facility to verify your results, **and**



COVID-19 Stay Home & Return to Work Policy

- b. You have contacted the Workers Comp Manager, who will review the above criteria with you.
2. You **tested positive**, and you have **not had symptoms**; you may return to work when:
 - a. 10 days have passed since the date the positive COVID-19 diagnostic test was collected, **and**
 - b. You have not subsequently developed symptoms since their positive test, **and**
 - c. You have contacted the Workers Comp Manager, who will review the above criteria with you.
3. You **tested positive**; and you have **had symptoms**, you may return to work when:
 - a. 10 days have passed since the date on which their positive test was collected, **and**
 - b. You have resolution of fever for 72 hours without use of fever-reducing medications, **and**
 - c. Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - d. You have contacted the Workers Comp Manager, who will review the above criteria with you.

Return to Work Practices and Work Restrictions

After returning to work from a suspected or confirmed case of COVID-19 infection, employees shall:

- Wear a facemask at all times while at work (home or offices) until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer.
 - You must also wear a face mask at all times if awaiting results for a group testing and have been permitted to work until the results have come in.
- Be restricted from contact with severely immunocompromised patients (e.g., transplant, hematology-oncology) until 14 days after illness onset **and** at least 72 hours have passed since you recovered from your illness.
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette in CDC's interim infection control guidance (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles).
- Self-monitor for symptoms, and seek re-evaluation from a health care professional if respiratory symptoms recur or worsen.

**The Company will use the current CDC Criteria for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19 (Interim Guidance) effective on the date the employee submits application to return to work.*

HR will document or attach copy of current "CDC Criteria for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19 (Interim Guidance)" in effect on the date employee applies for permission to return to work.

The Company reserves the right establish its own requirements to return to work in addition to the guidance provided by the CDC.