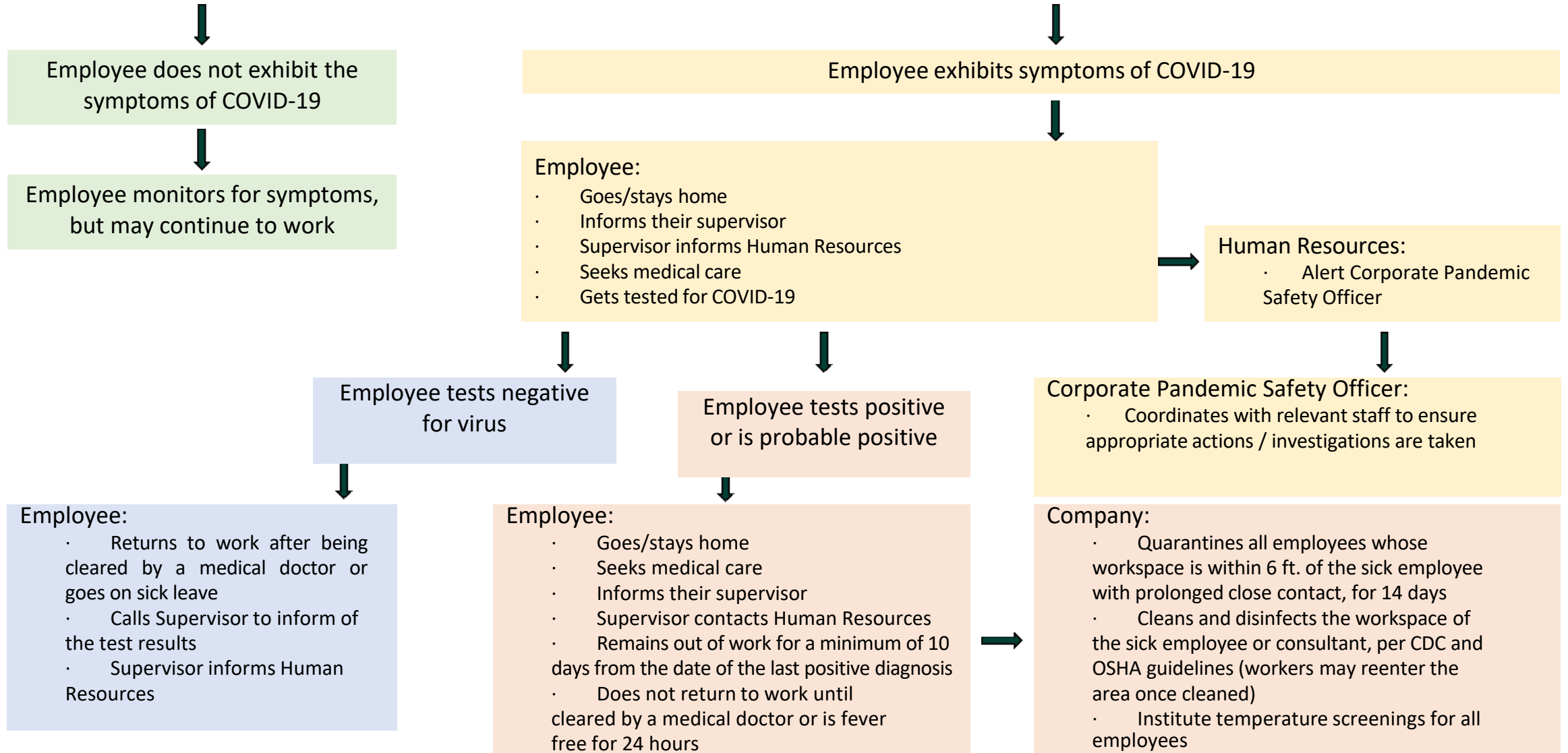


COVID-19 PANDEMIC: PROTOCOL FOR SICK EMPLOYEES

Intended to be used in conjunction with COVID-19 Safety and Health Response Plan.

WHAT TO DO IF AN EMPLOYEE IS SICK



COVID-19 PANDEMIC: PROTOCOL FOR SICK EMPLOYEES

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WHAT TO DO IF AN EMPLOYEE HAD CONTACT WITH AN INDIVIDUAL CONFIRMED TO HAVE COVID-19

Contact was not close* or prolonged** and Employee is asymptomatic

No further action is taken. Employee to be advised to:

- Be alert for symptoms
- Watch for fever, cough, or shortness of breath
- Take temperature if symptoms develop
- Practice social distancing
- Maintain 6 feet of distance from others
- Stay out of crowded places
- Follow CDC guidance if symptoms develop

*Close is defined as less than six (6) feet. Examples of those who an individual may have close contact with include but are not limited to household members, intimate partners and those who they are providing care for without using recommended infection control precautions.

**Prolonged is defined as 15 minutes or more.

Contact was close* and prolonged**

Employee:

- Goes/stays home
- Informs their supervisor
- Supervisor informs Human Resources or Corporate Pandemic Officer
- Monitors themselves for symptoms over a 14-day period

Employee is still asymptomatic at the end of the 14-day monitoring period

Employee:

- Returns to work after providing Human Resources with evidence of clearance from a medical doctor
- Human Resources informs the Corporate Pandemic Safety Officer

Employee develops symptoms

Employee follows protocol for employees or who exhibit symptoms of COVID-19 (see page 1)