



To effectively prepare for COVID-19 cases and protect the safety of members of our community, we have developed the following Team Member Screening, Testing, and Care Guidelines.

### **TEAM MEMBER SYMPTOMS**

**At-Home Self-Screening:** Team Members are encouraged to take their temperature at home before coming to work, and should self-monitor while at home. Team Members with temperatures greater than 99.9° F and no other symptoms (cough, sore throat, shortness of breath) must stay home, and cannot return to work until they are free of fever (greater than 99.9° F using an oral thermometer), for at least 24 hours, without the use of fever-reducing medicines. Team Members with temperatures greater than 99.9° F and who demonstrate one or more of the following symptoms (cough, sore throat, shortness of breath), should contact their healthcare provider to be evaluated. Team Members who must stay home, must immediately notify their Manager of their absence. (Note: The temperature check is being used solely to determine whether a Team Member may have a symptom of COVID-19, and is not being used to determine whether a Team Member has some other medical impairment or disability).

**Arrival Screening at Work:** We will be performing daily Temperature Checks for Team Members upon arrival to work to ensure they are free of a fever. The Temperature Checks will be conducted at each of our main entrances, and all other entrances will be locked and not accessible. Team Members with temperatures greater than 99.9° F and no other symptoms (cough, sore throat, shortness of breath) will be sent home, and will not be able to return to work until they are free of fever (greater than 99.9° F using an oral thermometer), for at least 24 hours, without the use of fever-reducing medicines. Team Members with temperatures greater than 99.9° F and who demonstrate one or more of the following symptoms (cough, sore throat, shortness of breath), should contact their healthcare provider to be evaluated. Team Members who are sent home, must immediately notify their Manager of their absence. (Note: The temperature check is being used solely to determine whether a Team Member may have a symptom of COVID-19, and is not being used to determine whether a Team Member has some other medical impairment or disability).

**Symptoms without Fever:** Team Members who have more than one symptom of acute respiratory illness (cough, sore throat, shortness of breath), but no fever, should be sent home or not come to work, until symptoms are resolved or are significantly resolved. Team Members recovering at home should take their temperature 2 times a day and if the temperature is greater than 99.9 F and they demonstrate one or more of the following symptoms (cough, sore throat, shortness of breath), they should contact their healthcare provider to be evaluated.

### **TEAM MEMBER TRAVEL AND WORK RESTRICTIONS**

COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases the chances of getting infected and spreading COVID-19, staying home is the best way to protect yourself and others from getting sick. Team Members traveling should consult the CDC's Specific Travel Guidance, and must notify their supervisor of their travel and should check themselves for symptoms of COVID-19 (fever, cough, sore throat, shortness of



### **TEAM MEMBER TRAVEL AND WORK RESTRICTIONS CONT.**

breath). Some state and local governments may require people who have recently traveled to stay home for 14 days.

### **TEAM MEMBER ABSENCES, MEDICAL LEAVE, AND FMLA**

Team Members that incur absences for COVID-19 symptoms (fever, cough, sore throat, shortness of breath), exposures, or infections, regardless of where it was contracted, will have those absences excused. Team Members who are removed from the work schedule due to a COVID-19 exposure or infection will be eligible for either a Non-FMLA Medical Leave or a FMLA Medical Leave, as applicable, and those absences will be considered excused.

### **RETURNING TO WORK AFTER CONFIRMED COVID-19**

*Centers for Disease Control and Prevention Guidelines*

Team Members should not return to work until they meet the criteria to discontinue home isolation and have consulted with a healthcare provider.

**Option 1:** If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined an employee will not have a test to determine if they are still contagious, the employee can leave home and return to work after these three conditions have been met:

- The employee has had no fever for at least 72 hours (that is, 3 full days of no fever without the use of medicine that reduces fevers)

AND

- respiratory symptoms have improved (for example, cough or shortness of breath have improved)

AND

- at least 10 days have passed since their symptoms first appeared

**Option 2:** If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined the employee will be tested to determine if the employee is still contagious, the employee can leave home after these three conditions have been met:

- The employee no longer has a fever (without the use of medicine that reduces fevers)

AND

- respiratory symptoms have improved (for example, cough or shortness of breath have improved)

AND

- they received two negative tests in a row, at least 24 hours apart.