

## COVID-19 Update – June 21, 2021

### Effective June 21, 2021

All prior policies and guidance regarding COVID-19 are no longer in effect, and are replaced and superseded by this memorandum.

#### I. Fully Vaccinated Employees:

- a. Shall follow state law regarding masks when working for the company and not at a company location (i.e., a train, hospital, a bus, etc.) If there is a mask requirement when working at a remote location, every employee must follow that requirement. If you are travelling interstate or internationally, you must comply with all applicable laws.
- b. There is no requirement to provide proof of vaccination to Diana or Brandon; however, if you do not do so, you will be presumed to be unvaccinated and must follow the guidelines below. Any employee that violates this policy will be disciplined appropriately.
- c. Fully vaccinated means at least fourteen (14) days since you received the inoculation in the case of vaccines that require one dose, or at least fourteen (14) days since you received the second inoculation in the case of vaccines that require two doses. Any employee who is not fully vaccinated is considered unvaccinated.

#### II. Unvaccinated Employees:

- a. Must wear a mask, keep six feet social distance at all times, and otherwise comply with CDC guidelines for unvaccinated individuals.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- b. Shall follow state law regarding masks when working for the company and not at a company location (i.e., a train, hospital, a bus, etc.) If there is a mask requirement when working at a remote location, every employee must follow that requirement.

#### III. All Employees:

- a. Must continue to monitor for symptoms of COVID-19.
- b. *If* any employee has any symptoms of COVID-19 – vaccinated or otherwise – that employee **must not come to work and must get tested.**
- c. Monitor Your Symptoms. Common symptoms of COVID-19 are:
  - i. Fever or chills
  - ii. Cough
  - iii. New loss of taste or smell
  - iv. Shortness of breath or difficulty breathing

- v. Fatigue
- vi. Muscle or body aches
- vii. Headache
- viii. Sore throat
- ix. Congestion or runny nose
- x. Nausea or vomiting
- xi. Diarrhea

d. Emergency Warning Signs Include:

- i. Trouble breathing
- ii. Pain or pressure in the chest that doesn't go away
- iii. Experience confusion or trouble waking up
- iv. Bluish lips or face
- v. **Call for medical attention immediately if you have these symptoms.**
- vi. This list is not a complete list. Please consult your medical provider for any other symptoms that are severe or concerning.

- e. If you have COVID-19 symptoms – **do not come to work** – and please review section C. below. You are capable of spreading COVID-19 two days before your first symptom started.

#### IV. **COVID-19 Testing**

a. For all employees:

- i. If you have COVID-19 symptoms, you must get tested – **the Companies are only accepting a PCR test – the Companies are not accepting a rapid test.** If your test comes back **positive** for COVID-19, contact your health care provider and stay home in isolation. Stay away from others. Notify your close contacts that you have COVID-19. You can only come back to work once you are symptom and fever-free without taking medication to reduce fever, but no sooner than 10 days from your first symptoms or 10 days from your positive test if you are asymptomatic.

b. For employees who are unvaccinated:

- i. If you have COVID-19 symptoms and your test is **negative** **AND** your health care provider no longer suspects COVID-19 BUT you have been in close contact with someone who has COVID-19, you need to stay in quarantine for 10 days and monitor symptoms for 14 days. Stay home and stay away from others.
- ii. If you have no COVID-19 symptoms BUT you had close contact with a person diagnosed with COVID-19, you must quarantine for 10 days and monitor symptoms for 14 days. Stay home and stay away from others.
- iii. Close contact is defined by CDC as someone who was **within 2 meters (6 feet) of an infected person for at least 15 minutes within a 24-hour period** starting from 2 days before illness onset (or, for asymptomatic cases 2 days prior to positive specimen collection) until the time the patient is isolated. The World Health Organization (WHO) additionally includes

persons with direct physical contact with a probable or confirmed case, direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment, and other situations as indicated by local risk assessments.

- c. For employees who are fully vaccinated:
  - i. If you have COVID-19 symptoms and your test is **negative** you need to stay out of public or private settings while you have those symptoms.