

COVID-19 Quarantine and Travel Rules for Power-Flo Technologies, Inc. Companies

Effective March 17, 2021

This update further updates and supplements all other policies, procedures, and rules, and further updates the November 9, 2020 and July 7, 2020 memoranda regarding COVID-19 protocols, quarantines, testing, and vaccines.

The following policy is for all the Power-Flo Companies regardless of the state of employment.

A. Monitor Your Symptoms. Common symptoms of COVID-19 are:

Fever or chills
Cough
New loss of taste or smell
Shortness of breath or difficulty breathing
Fatigue
Muscle or body aches
Headache
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

Emergency Warning Signs Include:

Trouble breathing
Pain or pressure in the chest that doesn't go away
Experience confusion or trouble waking up
Bluish lips or face

Call for medical attention immediately.

This list is not a complete list. Please consult your medical provider for any other symptoms that are severe or concerning.

If you have COVID-19 symptoms – **do not come to work** – and please review section C. below. You were able to spread COVID-19 two days before your first symptom started.

B. Close Contact

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. COVID-19 Testing

If you have COVID-19 symptoms, you must get tested – the Companies are only accepting a PCR 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.

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.

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.

D. The Three Questions

By leaving your house and coming to work every day, by walking into work every day, by punching the time clock online every day, and by remaining at your desk every day, you are certifying the following:

1. I have not knowingly been in close contact in the past 14 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19.
2. I have not tested positive for COVID-19 in the past 14 days.
3. I have not experienced any symptoms of COVID-19 in the past 14 days.

If the answer is “yes” to any of these questions, contact Diana Gerhardt or Brandon Gravius to determine whether you can come to work or remain at work.

E. Vaccines

Employees that are fully vaccinated (at least one week after the last shot or single shot) *may* be temporarily exempt from certain quarantine rules in their state of employ. Please contact Diana Gerhardt or Brandon Gravius if you have been fully vaccinated and believe you have basis to avoid a quarantine. Proof of vaccination is required, and employees must obtain approval *prior* to avoid an otherwise mandated quarantine.

F. Essential Workers

The Companies recognize that some workers are essential to the business of the Companies. The Companies may, in their discretion, and in full compliance with CDC guidelines, permit *some* essential employees to forego quarantines and testing in certain limited conditions and situations. Each employee will be evaluated on a case-by-case basis. If an employee can perform work from home, then the employee will be permitted to quarantine and work from home.

G. Travel

Employees are referred to the prior guidance on this issue and review each state's website for the rules on travelling intrastate. Importantly, the employee must review the rules for the state of domicile as well as the state being visited to ensure that the employee is in compliance. Below are links for states where the Companies have physical locations:

New York:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

New Jersey:

<https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>

Connecticut:

<https://portal.ct.gov/coronavirus/travel>

Ohio:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/>

The guidance changes very frequently. To ensure that all employees are in compliance with the rules, regulations, and guidance regarding COVID-19, please contact Diana Gerhardt or Brandon Gravius with all COVID-19 issues.