GUIDANCE FOR BUSINESSES AND EMPLOYERS RESPONDING TO COVID-19

If you have an employee with suspected or confirmed COVID-19 you do not need to shut down your facility.

CLEANING and DISINFECTION RECOMMENDATIONS

It is recommended to clean the area/surface with soap and water first, then disinfect using any household disinfectant. Make sure to follow the manufacturer's instructions for use of the product in regard to keeping surface wet for a certain amount of time to achieve disinfection.

Use the following timeframes to determine safe cleaning/disinfection practices:

<table>
<thead>
<tr>
<th>Less than 7 days since sick employee has been in the facility</th>
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<tbody>
<tr>
<td>› Close off any areas of prolonged use by the sick employee</td>
<td>› Area/surfaces can be cleaned and disinfected right away, no need to wait</td>
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<tr>
<td>› Wait 24 hours before cleaning/disinfecting to minimize exposure to respiratory droplets (if waiting 24 hours is not feasible, wait as long as possible)</td>
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<td>› Open windows, doors if possible to increase air circulation in these areas</td>
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NOTIFYING OTHER EMPLOYEES OF POTENTIAL EXPOSURE

Determine which other employees may have been exposed to the virus and inform them of their possible exposure, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

CURRENT COMMUNITY EXPOSURE GUIDANCE, FOR INDIVIDUALS EXPOSED TO PEOPLE WITH KNOWN OR SUSPECTED COVID-19 OR POSSIBLE COVID-19

<table>
<thead>
<tr>
<th>Person</th>
<th>Exposure TO</th>
<th>CDC Recommended precautions for Public</th>
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| Individual who has had close contact (within less than 6 feet for 15 minutes or longer) | › Person with COVID-19 who has symptoms (including the 2 days prior to when symptoms started)  
› Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms  
NOTE: this is regardless of whether the person with COVID-19 or the contact was wearing a cloth face covering or facemask | › Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others  
› Self-monitor for symptoms  
› If symptoms develop, contact your healthcare provider for consideration of testing  
› Avoid contact with people at higher risk for severe illness |

FOR CRITICAL POSITIONS NECESSARY FOR BUSINESS OPERATIONS

If the decision is made to allow employees who were exposed to COVID-19 but remain without symptoms to continue to work, the following are recommendations from CDC:

› Employers should measure the employee’s temperature and assess for COVID-19 symptoms prior to start of work  
› Employee should self-monitor for temperature and other symptoms and immediately report any symptoms to their supervisor  
› Employee should wear a facemask/cloth face covering at all times while in the workplace for 14 days after exposure  
› Employee should maintain 6 feet and practice social distancing as work duties permit  
› Clean and disinfect all areas such as offices, bathrooms, common areas and electronic equipment routinely  
› If the employee becomes sick while at work they should be sent home immediately
COVID-19 INFORMATION FOR EMPLOYEES

Signs and symptoms that may indicate COVID-19 (This list is continually being updated as more is learned about the virus)

› Fever (100.4 or higher) or chills
› Cough
› Shortness of breath or difficulty breathing
› Fatigue
› Muscle or body aches
› Headache
› New loss of taste or smell
› Sore throat
› Congestion or runny nose
› Nausea or vomiting
› Diarrhea

Symptoms may appear 2-14 days after exposure to the virus. The average time frame from virus exposure to symptom development (known as the incubation period) is 5-6 days.

Some individuals remain totally symptom free (asymptomatic) despite testing positive for the presence of COVID-19. Even though these individuals are without symptoms, they may still be infectious and able to transmit the virus to others.

IF YOUR TEST IS POSITIVE FOR COVID-19:

The following protective steps are recommended:
› Stay home except to get medical care
› As much as possible, stay in a specific room in your home and away from other people and pets.
› If possible, you should use a separate bathroom.
› If you do need to be around other people, in or outside the home, wear a cloth face covering or facemask
› Get rest and stay hydrated. Ask your healthcare provider about taking over the counter medicines such as acetaminophen to help you feel better
› If you have trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, or other emergent medical needs seek emergency medical care immediately

IF YOUR TEST IS NEGATIVE FOR COVID-19:
› You probably were not infected at the time your samples were collected
› Does not mean you will not get sick. You may test negative if the sample was collected early in your infection and test positive later during your illness (waiting the 5-6 days from known/possible exposure to the virus may help avoid false negative results

If you had a known or suspected exposure to COVID-19 continue to self-monitor for the above noted signs and symptoms for 14 days from the date of exposure. If symptoms develop, seek advice from your healthcare provider.