

## EMPLOYEE COVID-19 ILLNESS POLICY

In order to promulgate safety in the workplace and to continue to combat the transmission of COVID 19, all employees are subject to and must adhere to the following policy while on work premises:

Any employee who is ill or is feeling ill must not report to work and must contact his or her supervisor prior to the stated start time to report the absence. Any employee who becomes ill or starts to feel ill while at work must immediately notify his or supervisor and immediately leave the workplace.

Symptoms of COVID 19 include:

- a. Fever;
- b. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath;
- c. Flu-like symptoms such as muscle aches, chills, and severe fatigue;
- d. Changes in a person's sense of taste or smell.

Any employee experiencing these symptoms should not report to or remain at work, and should notify his or her supervisor immediately. Any employee observed to exhibit these symptoms while in the workplace will be asked to leave work immediately. Any employee feeling ill or exhibiting symptoms of COVID 19 should seek medical attention.

If an employee becomes sick during the day, the employee's surfaces in the employee's work space will be cleaned and disinfected.

If an employee becomes aware that he or she has been exposed to COVID 19, even if the employee is not currently exhibiting symptoms, the employee should report the exposure to his or her supervisor and remain out of the work place for at least 14 days.

Employers will not consider absences from work due to COVI 19 related illness as unexcused absences, and such absences will not count against an employee's attendance.

In order to minimize the spread of COVID 19, employees should:

- a. Wash hands and use hand sanitizer frequently;
- b. Avoid touching the face, eyes or mouth;
- c. Practice good respiratory etiquette, which includes coughing and sneezing into a tissue or your elbow rather than into your hands;
- d. While at work and in public, employees should wear a cloth face covering to help protect against the spread of the virus. Employees should review the CDC's guidance on use of cloth face coverings;
- e. To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times.

Questions regarding this policy should be addressed to **[identify contact person]**.

### EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the Company's "Employee COVID-19 Illness Policy".

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

[Date]