**COMPANY POLICY AND PROCEDURES FOR RESPONDING TO COVID-19**

**Effective immediately and until further notice**

COMPANY will follow the published guidance of the Center for Disease Control on the Coronavirus Disease 2019 (COVID-19) and will be checking daily for updates. We intend to follow CDC published guidance with respect to determining the risk of COVID-19 infection. COMPANY plans to maintain operations provided it is permitted by state and local governments.

Current knowledge about SARS-CoV-2, the virus causing COVID-19, is based largely on what is known about similar coronaviruses. Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread from person to person such as with [MERS-CoV](https://www.cdc.gov/coronavirus/mers/index.html), [SARS-CoV](https://www.cdc.gov/sars/index.html), and now with the new virus causing COVID-19. Other respiratory illnesses like seasonal influenza are currently widespread in many U.S. communities.

**Please read the following items carefully.**

* Employees who have symptoms of acute respiratory illness must stay home and not come to work until they are free of fever (100.4 F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and Human Resources if they are sick and will be on leave. **Again, we are adamant that if you are sick you must stay home!**
* If an employee, employee’s family member(s) or close personal acquaintance who has been in contact with the employee is suspected or confirmed to have COVID-19 infection, the COMPANY employee must inform their supervisor and Human Resources immediately. COMPANY will then inform fellow employees of their possible exposure to COVID-19 in the workplace from an unnamed, unidentified coworker. Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance on how to conduct a risk assessment of their potential exposure. COMPANY will assist in this assessment.
* Employees may use accrued paid time off for such absences. If an employee has no available sick leave, that employee may work from home with approval from their supervisor. If the employee does not have any accrued time off or if working from home is not appropriate for his/her position, Human Resources will work with the employee and supervisor to find a solution.
* COMPANY will follow its regular family leave policies. COMPANY encourages its employees to stay home and care for a sick family member. If leave is longer than 3 days, please contact Human Resources regarding FMLA leave policies.
* Any employee who appears to have acute respiratory symptoms (i.e., cough, shortness of breath) upon arrival to work or who becomes sick during the day will be sent home immediately. Employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
* COMPANY urges employees to regularly wash their hands with soap and water for twenty seconds or more.  This is the single most important thing you can do to help prevent the spread of any virus.  Hand Sanitizer is available in the office as well however, it should not be a substitute for washing your hands.
* COMPANY will provide hand sanitizer and disposable wipes throughout the workplace so that employees may frequently (and before each use) wipe down work surfaces, doorknobs, phones, keyboards, desks, etc.

**Business Travel**

In order to minimize risk to its employees and their families, effective immediately, COMPANY has suspended all international business travel for its employees until further notice. Any domestic air travel must be determined to be essential by COMPANY President and must be preapproved or re-approved in advance, in writing by the President. Please notify Human Resources immediately if you have traveled on international business in the last two weeks.

**Personal Travel**

We strongly urge you to postpone any currently planned international vacation. If plans cannot be changed, we will require a two-week quarantine upon return from vacation. Please contact Human Resources if you have a planned vacation.

**Schools**

If schools are shut down employees whose children are affected must notify their manager and Human Resources and will be granted temporary leave, if they have leave available. Those without available leave may request permission to work from home or take leave without pay for the duration of the school closure. If you cannot take leave without pay, contact Human Resources and they will work with you and your manager on a solution.

OR

If schools are shut down employees whose children are affected must notify their manager and Human Resources and may be granted work from home access or temporary leave for the duration of the school closure. Please contact Human Resources and they will work with you and your manager on a solution.

**Compliance with Federal, State and Local Directives**

If a COVID-19 pandemic is declared that impacts COMPANY, the company will comply with any federal, state and local directives.

**Essential Personnel**

In the event of a COVID-19 pandemic, the following are considered essential employees who must report to work unless they are ill or have been exposed to a confirmed case of COVID-19:

**Confidentiality of Medical Information**

Our policy is to treat any medical information obtained from a disability-related inquiry or medical examination, as well as any medical information voluntarily disclosed by an employee, such as contracting COVID-19, as a confidential medical record.