

Response Plan for Employees that have Tested Positive or have not been Tested but have Symptoms of COVID-19 Revised July 22, 2020

Employees who have symptoms of COVID-19 should not come into work. Employees who appear to have symptoms upon arrival at work or who become sick during the day will immediately be separated from others and sent home. It is mandatory for all employees to let their supervisor or HR know if this happens during their normal workday.

Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to “discontinue home isolation” are met, in consultation with healthcare providers and state and local health departments.

If the employee tests positive for COVID-19 they will be asked about their activity at work in the 2 days prior to testing positive.(Contact tracing) Seeley Brothers will attempt to identify the areas of the workplace the infected employee spent most of their time and with which co-workers they had close contact with.(the CDC defines this as being within 6’ for a prolonged period) The infected employees identity will be kept confidential.

The company will notify the at-risk employees of possible exposure. They will be instructed to go home and self-quarantine for 14 days, working remotely if possible. They will be told to watch out for symptoms and suggest they contact their healthcare provider.

All departments will be notified of the COVID-19 infection. Again, we will keep the infected employees name confidential. Seeley Brothers will let them know what actions we are taking to ensure their safety.

If the infected employee or their close contacts /co-workers are not able to work remotely, they will be placed on paid sick leave, if available. They will be able to use the new emergency sick leave offered by the Families First Coronavirus Response Act (FFCRA), which allows for 80 hours of paid sick leave if they have not already used it. Or they can use their 3 days of company sick leave, again as long as it has not previously been used. If both sick leaves have been used, they can use any unpaid vacation time available. Otherwise they will be put on unpaid leave.

Seeley Brothers will enact Contact Tracing immediately and the “Deep Cleaning and Disinfecting Protocol” to clean any areas used by the infected employee. (following CDC cleaning and disinfection recommendations)