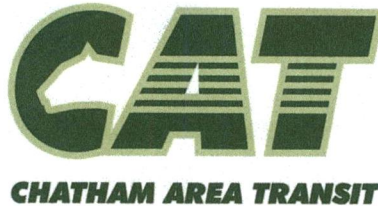


Response Protocols for COVID-19 Workplace Exposure

Upon learning that an employee, vendor or customer has tested positive for COVID-19, immediately contact Human Resources.

Response Action Plan	Responsible Party
Contact the local department of health and ensure any directives issued are followed.	HR
Gather necessary information to complete the Confidential COVID-19 Employee Incident Report, which includes a contact tracing analysis.	HR
Tracking of employees who may have come in close contact with the COVID-19 positive individual.	HR
Notify each employee with whom the COVID-19 positive individual had close contact and instruct the employees to remain out of work for a minimum of 14 days following their last contact with the COVID-19 positive employee. Ensure the confidentiality of COVID-19 positive individuals required.	HR
Schedule an enhanced cleaning/disinfecting of the worksite, paying particular attention to any areas frequently touched by the employee/visitor who tested positive.	Maintenance
Determine whether any areas of the worksite must be temporarily closed.	Maintenance
Prepare and distribute a workplace notification to all employees regarding the COVID-19 possible exposure. Ensure the confidentiality of COVID-19 positive individuals as required.	CEO

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 Approved by: David Stearns, CAO
 Effective Date: July 23, 2020
 Origination Date: July 23, 2020



DATE of Contact Tracing: _____

Confidential COVID-19 Employee Incident Report and Contact Tracing

1. Name of Employee: _____
2. Job Position: _____
3. Department: _____
4. Date employee notified Company of COVID-19 positive, or presumed positive, result:

5. Date employee was first symptomatic (if known): _____
6. Date employee was tested (if applicable): _____
7. Date on which employee was informed of positive test (if applicable):

8. Last date employee was at work: _____
9. Names of other employees with whom the COVID-19 positive employee had close contact in the 48 hours before the employee first experienced symptoms or date specimen was drawn for positive test, whichever is earlier:

10. Notify each of the employees identified in #9 about their potential exposure. Instruct the employees to remain out of work for a minimum of 14 days following their last contact with the COVID-19 positive employee. Confirm Notification:

11. Did the COVID-19 positive employee have contact with vendors/customers in the 48 hours prior to symptom onset/positive test: _____
 - a. If yes, last date of such contact: _____
 - b. Location(s)/areas where such contact occurred:

12. Vehicles and/or areas within facility with which employee had contact in the 48 hours prior to symptom onset:

13. Arrange enhanced cleaning of areas identified in #12 above if less than 7 days have passed since employee was at work.
Date deep cleaning completed: _____

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