



Revised October 1, 2020

This message contains revised information regarding quarantine and returning to work after you have:

- Suffered from COVID symptoms; or
- Received either a positive or a negative COVID test result; or
- You have had close contact with an individual who has tested positive for COVID-19; or
- You have been ordered by a health district or a medical provider to quarantine.

Revised information is based on current CDC guidelines and is highlighted in yellow. If you have any questions, please contact HR.

This message contains a lot of information. It is based on the most recent guidelines from the CDC, and the guidance is detailed and technical. The key points are:

- If you are ill, please stay home.
 - If you must miss work to get tested for COVID or while awaiting your test results, and you have no paid leave available, you may request additional paid leave. Contact HR for more information about this process.
 - If you need or want to be tested for COVID and you don't have insurance and can't afford the test, IYR will pay for your test.
 - If you need help understanding your specific circumstances or your options, please contact HR.
- 1. It is critical that you stay home if you are ill.** This has been our expectation throughout the pandemic and remains a key part of keeping the disease from spreading. We have emphasized this regarding COVID symptoms like fever or chills, cough, sore throat, or runny or stuffy nose. But you should stay home if you have symptoms of **any** infectious disease to protect your teammates.
 - 2. If you test positive for COVID:**
 - You must remain at home for at least 10 days since symptoms first appeared, and at least 24 hours with no fever-reducing medication and any other COVID symptoms have improved. You must present to your supervisor a note from your medical provider before you can return to work, **and HR must approve your return to work.**
 - You may use accrued paid time off (PTO) or accrued sick leave or vacation during the time you are at home. You are also eligible for up to 80 hours (2 work weeks) of paid Family First Act Emergency Pandemic Sick Leave. This leave is paid at your normal rate of pay. It is prorated for part-time employees.
 - You may use short-term disability, if you have that coverage. You may also be eligible for unemployment benefits to offset your loss of pay. Contact HR for more information.
 - **If you have exhausted all your paid leave benefits and must remain at home to comply with our safety protocols, IYR will maintain a bank of paid administrative leave that you may request to ensure you continue to receive your pay. HR will assist you with this process.**
 - 3. If you have COVID symptoms:**
 - You must remain at home for at least 10 days since those symptoms first appeared. You must also have been without fever for at least 24 hours without using fever-reducing medication, and any other COVID symptoms must have improved. **HR must approve your return to work.**

- **You may choose to get tested for COVID**, and we encourage you to do so.
 - **If the test is negative**, you can return to work **if all of the following are true:**
 - You have remained in self-quarantine for at least 10 days; and
 - You are free from fever or other COVID symptoms for 24 hours without the use of fever or symptom-reducing medications; and
 - You provide your negative test result to your supervisor; and
 - HR has approved your return to work.
 - **If the test is positive**, the bullets under #2, above, apply.
 - **If you get tested, you may use FFCRA Emergency Pandemic Sick Leave for your time away from work.** You may also use any accrued PTO, sick leave, or vacation. You may use short-term disability, if you have that coverage. You may also be eligible for unemployment benefits to offset your loss of pay. Contact HR for more information.
 - **If you have exhausted all your paid leave benefits and must remain at home to while awaiting your test results, IYR will maintain a bank of paid administrative leave that you may request to ensure you continue to receive your pay. HR will assist you with this process.**
4. **If you have been confirmed as having been in “close contact” with an IYR employee or another individual who has tested positive for COVID:**
- **You must remain at home for 14 days since your last exposure.**
 - **You may choose to get tested for COVID**, and we encourage you to do so.
 - **If you get tested, you may use FFCRA Emergency Pandemic Sick Leave for your time away from work.** You may also use any accrued PTO, sick leave, or vacation. You may use short-term disability, if you have that coverage. You may also be eligible for unemployment benefits to offset your loss of pay. Contact HR for more information.
 - **If you have exhausted all your paid leave benefits and must remain at home while awaiting your test results or completing your quarantine, IYR will maintain a bank of paid administrative leave that you may request to ensure you continue to receive your pay during this time. HR will assist you with this process.**
 - **If the test is negative, you must still stay home (quarantine) for 14 days after your last contact with the person who has COVID-19.** Even though you tested negative for COVID-19 and feel healthy, symptoms may appear from 2 to 14 days after exposure to the virus. **HR must approve your return to work.**
 - **If the test is positive**, the bullets under #2, above, apply.
5. **COVID Testing:**
- **If you get tested, you may use FFCRA Emergency Pandemic Sick Leave for your time away from work.** You may also use any accrued PTO, sick leave, or vacation.
 - If you are on IYR group health insurance, or any other group medical plan, your testing, including consultation with a medical provider, is free.
 - If you are uninsured and wish to be tested, HR can help you connect to resources that will pay for or reimburse you for testing.
 - **If you have no other option, IYR will pay for your testing. Contact HR for more information.**
6. **Health District Orders:**
- **If you have been ordered by a health district or a medical provider to quarantine you must follow those orders. You must also inform your supervisor and HR of any such order.**

Remember: Contact HR if you have any questions or if you need help understanding or navigating through your options.