



What Employees Should Do If They Experience a Close Contact, COVID-19 Symptoms, or Positive Test Results

Revised and restated February 25, 2021

These protocols are based on the most recent guidelines from the CDC. All employees are expected to understand and follow these protocols if applicable. If you need help or have questions about your specific circumstances or 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 your positive COVID test.
 - Your self-isolation may end after the 10th day since your positive COVID test if:
 - You have been without fever for at least 24 hours without using fever-reducing medication;
AND
 - Any other COVID symptoms have improved; **AND**
 - You have been cleared to return to work by HR.
 - If you haven't had or developed symptoms, you may return to work after the 10th day of self-isolation after your positive COVID test once cleared by HR.
 - 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 (i.e. fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea):**
 - If you are at work when symptoms first appear immediately notify your supervisor and go home.
 - You must remain at home for at least 10 days since your symptoms first appeared.
 - Your self-isolation may end after the 10th day since symptoms began if:
 - You have been without fever for at least 24 hours without using fever-reducing medication;
AND
 - Any other COVID symptoms have improved; **AND**

- You have been cleared to return to work by HR.
- 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 available FFCRA Emergency Pandemic Sick Leave for your time away from work until expiration of that program (March 31, 2021 at the time this document was revised). 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.

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 and you are fully vaccinated:

You are NOT required to quarantine if you meet all three of the following criteria:

1. You are fully vaccinated (meaning it has been 14 days or more since you received your second dose of the vaccine in a 2-dose series, or it has 14 days or more since you received your dose of a single-dose vaccine); and
2. You are within 3 months following receipt of the last dose in the series; and
3. You Have remained asymptomatic since the current COVID-19 exposure

If you believe you meet the above criteria notify your supervisor. HR will confirm your eligibility and inform your supervisor of its determination. HR will require proof of vaccination. If you don't meet the above criteria, paragraph # 5 applies.

5. If you have been confirmed as having been in “close contact” with an IYR employee or another individual who has tested positive for COVID and you are not fully vaccinated:

You are required to quarantine (remain at home). The duration of your quarantine will depend on the factors below. If you develop symptoms, paragraph # 3 applies.

1. You may end your quarantine after Day 10 following your exposure if you have had no symptoms during daily monitoring while you were in quarantine and you have been cleared to return to work by HR. No testing is required under this option.
2. You may end your quarantine after Day 7 following your exposure if you are tested on the 6th or 7th day of quarantine and receive a negative result and you have had no symptoms during daily monitoring while you were in quarantine and you have been cleared to return to work by HR.

If you have been advised by a health care provider to self-quarantine, you may qualify to use available 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 the test is positive, the bullets under #2, above, apply.

6. COVID Testing:

- 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.

Thank you for your continued attention and dedication to keeping our workplaces safe. We will continue to do our best to provide you with the best information available to protect you, your family, your teammates, our clients and customers, and to fulfill our mission. If you have any questions about this information or your options, please direct them to HR.