



This document has been prepared as a starting point for employers bringing employees back to work. Every industry, worksite and workforce is different. Unionized workforces present additional considerations which must be addressed. And, because state and local law may have more or different requirements, employers should consult with experienced L&E counsel prior to implementing this or any policy, practice or form. This document does not and cannot replace legal guidance that is protected under the attorney-client privilege. As such, employers should consult with their Akerman lawyer prior to implementing this or any policy, practice or form.

Every business is different. This document is not intended to be a definitive statement of the protocols and procedures that are applicable to every business, particularly under the unprecedented circumstances that the COVID-19 outbreak has created. This Policy is intended for use in a non-healthcare work setting with minimal interaction with the general public, work environment, such as an office. In addition, new and better information could well supersede the information included in this document. As the situation evolves, employers should continue to monitor the environment in which they are working and related developments and react accordingly.

Based on current CDC guidance, employers should encourage an employee to stay home if that employee has been in close contact with an infected individual at any time during the 48-hour period before the infected individual's symptoms arose until the infected individual meets the criteria to discontinue self-isolation. If the infected individual was asymptomatic, then the time of exposure starts from the 48 hours prior to the test that returned a positive result and ends when the infected individual meets the criteria to discontinue self-isolation. Employees should stay at home for 14 days after last exposure to that infected individual. Close personal contact generally means within six feet for a prolonged duration. Generally, a prolonged duration is considered to be 15 or more minutes. However, that time may be less or more, depending on whether the ill employee was coughing or whether protective gear, like a cloth face covering, was used..

HANDLING COVID-19 SYMPTOMATIC EMPLOYEES POLICY

The Company takes the health and safety of its employees very seriously and will continue to stay informed on best practices and recommendations by the CDC, as well as federal, state, and local governments. Currently, the CDC recommends that employees who appear to have symptoms associated with COVID-19 upon arrival at work or who become sick during the day should be immediately separated from other employees, customers, and visitors and sent home. For purposes of the Company's COVID-19 policies, symptoms indicating potential COVID-19 infection are those set forth in CDC guidelines. Employees are encouraged to stay informed regarding the signs and symptoms of COVID-19 and use good judgment in this regard.

Employees who have symptoms upon work arrival will be sent home. An employee who becomes sick during the day should immediately [report to the worksite's designated isolation room and] notify his/her [supervisor, manager, Human Resources representative] to determine appropriate next steps.

When leaving the premises, employees should avoid close contact with employees, visitors, and customers. Employees should don a cloth face covering (if available) and avoid touching their eyes, hands, and mouth. Employees should avoid touching surfaces to the extent feasible and take note of their path of travel to assist with environmental disinfecting and cleaning.

Employees will be asked to verify that they are experiencing COVID-19 symptoms and will be clocked out upon their departure from the facility. [Employee will be paid any reporting pay required by state law.]

Employees who are sent home should perform *no work* after leaving the workplace unless and until a teleworking arrangement is approved.

Sick employees should follow CDC-recommended steps. Employees will not be permitted to return to work until the criteria to discontinue home isolation are met, as established by the Company based on guidance issued by the CDC and state and local health departments, as the case may be.

Employees who leave work due to COVID-related symptoms or illness may be contacted by the Company to ascertain the employee's path of travel and close contacts in order to conduct necessary cleaning and disinfecting of the work environment and to inform fellow employees of their possible exposure to COVID-19 in the workplace. Employees are expected to cooperate with the Employer's efforts to maintain healthy business operations and minimize the spread of COVID-19.

The Company will maintain appropriate confidentiality of medical information as required by the Americans with Disabilities Act and state and local law, where applicable.

Employees with available leave that would cover an illness-related absence will be able, and in some instances required, to utilize that leave for any absences. Employees should refer to the Company's leave related policies for more specifics.

Employees who believe that they were asked to leave work without a good faith basis under this Policy can contact [insert position to contact]. The Company will timely address these concerns but may require a doctor's note before allowing an employee to return to work earlier than otherwise recommended by the CDC's guidelines.