NOVEL CORONAVIRUS (SARS-COV-2 VIRUS)/COVID-19 DISEASE RESPONSE PLAN

(As of March 26, 2020. Plan subject to modification as additional information becomes available.)

TEAM MEMBER EXHIBITING POTENTIAL SYMPTOMS
(Fever, coughing, shortness of breath, etc.)

- Send Team Member home and recommend contacting personal physician for medical screening and treatment guidance. If the Team Member’s personal physician does not recommend Team Member be tested for COVID-19 disease then the Team Member should remain at home in isolation and practice palliative care measures. Team Member should not return to work until three days have passed since recovery (resolution of fever without using medication and improvement of respiratory symptoms such as cough, shortness of breath, etc.) AND at least seven days have passed since symptoms first appeared.

- For a Team Member that experiences symptoms in the office, restrict access to the Team Member’s work space and other spaces in which the Team Member was interacting for twenty-four hours followed by a deep cleaning of the Team Member’s work space and other spaces in which the Team Member was interacting or using. For demarcation of restricted access areas, post signs stating, “AREA CLOSED. DO NOT ENTER” and, if possible, place tape across the entrance and/or place safety cones to delineate the closed area(s). Deep cleaning should include washing exposed surfaces with a disinfectant solution, containing at least 60% alcohol or a bleach solution (one-half cup of bleach mixed with one gallon of water). Persons conducting the cleaning must be adequately protected by wearing disposable gloves (nitrile, latex, vinyl, etc.) at a minimum and, if possible, a disposable coverall (e.g. Tyvek). Refer to SME’s Infectious Disease Control Cleaning Protocol document for additional information.

- Gather information regarding persons with whom the symptomatic Team Member had interaction within the office and areas within the office the Team Member visited/worked. Interaction is defined as contact closer than six feet or being confined in close proximity within a particular room or work area with the symptomatic Team Member for more than 15 minutes.

- If a symptomatic Team Member is tested for COVID-19 disease and results are negative then require the Team Member to remain at home until no symptoms for at least seven days and require a copy of testing results before the Team Member returns to work.

- If a symptomatic Team Member is tested for COVID-19 disease and results are positive, the Team Member should remain at home and seek advice/treatment from medical professionals. The Team Member must provide Human Resources with written notification of testing results. Human Resources will craft a communication to Team Members working within the office where affected Team Member is assigned and within the requirements/constraints of ADA/HIPPA. The Team Member must remain at home until recovery (resolution of fever without using medication and improvement of respiratory symptoms such as cough, shortness of breath, etc.) AND has negative test results from at least two consecutive nasopharyngeal swab specimens collected 24 hours or more apart.

- If a Team Member is not symptomatic but is tested and results are positive, the Team Member should be sent home or instructed not to come to work and remain at home in isolation until at least seven days have passed since the first positive test result.
• Other Team Members that had interaction with a Team Member or client representative that is symptomatic or that tests positive should be directed by Team Leader, Group Leader, and/or Human Resources to go home and be directed to remain at home and seek medical attention if feeling symptoms. If not feeling symptoms, then these Team Members should avoid returning to work until at least seven days (preferably 14 days if possible) have passed with no symptoms. If testing becomes much more prevalent and available, require those who had contact/interaction to be tested and return to work if test results are negative.

TEAM MEMBERS NOT EXHIBITING SYMPTOMS

• Team Members who have not interacted with a symptomatic individual, and are not exhibiting symptoms, may continue to work as availability and project needs require.

• Team Members to practice administrative controls in helping to limit exposures: limit contact with others, maintain six-foot separation to extent practical, avoid large gatherings of people (10 or more people in one location), washing hands with soap and warm water (or sanitizing hands with a solution that contains at least 60% alcohol) after touching commonly-contacted surfaces (door handles, elevator buttons, touch screens, gas pump handles, shopping carts, etc.), cover coughs/sneezes with tissue and dispose of tissue right away, stay home and away from others if feeling ill.

• Team Members shall notify Team Leader and Human Resources if they develop symptoms and then follow procedure above for symptomatic Team Members.

GENERAL PREVENTATIVE MEASURES


Please fully read and adhere to the guidance, including but not limited to following:

• In the interim period of the outbreak, SME offices to institute a higher level of routine cleaning, with disinfectant wipe down of commonly contacted or “high touch” surfaces at least twice per day. Team Members conducting such cleaning shall wear disposable gloves (nitrite, latex, vinyl, etc.) when cleaning and promptly dispose of gloves when cleaning activities are completed.

• As work opportunities permit, Team Members assigned to office duties should work from home when possible.
NOVEL CORONAVIRUS (SARS-CoV-2 Virus) / COVID-19 DISEASE RESPONSE PLAN

Team Member (TM) is demonstrating symptoms:
- Fever of 100.4°F or higher
- Dry Cough
- Difficulty Breathing

Is Team Member at work? **NO**
- Recommend TM contact their personal physician for screening and guidance and notify Team Leader (TL) of status.

Did TM interact with other TMs or Clients? (Closer than 6 ft or confined area more than 15 minutes).
- Restrict access to impacted area for 24 hours (post signs stating “AREA CLOSED. DO NOT ENTER”) then clean and disinfect area in accordance with CDC guidelines before allowing access. (Refer to SME Infectious Disease Control Cleaning Protocol for additional information.)

Does Team Member’s physician recommend they be tested for COVID-19? **NO**
- TM should remain at home and practice palliative measures. Keep TL notified of status.

Does TM Test Positive for COVID-19? **NO**
- TM should remain at home until symptoms have passed (2-3 weeks).

TM’s who have NOT been in contact with a symptomatic individual, and are not exhibiting symptoms, may continue to work as availability and project needs require.

TM will need a physician’s note prior to his/her return to work.

TM should provide HR with written notification of test results.

Restrict access to impacted area for 24 hours (post signs stating “AREA CLOSED. DO NOT ENTER”) then clean and disinfect area in accordance with CDC guidelines before allowing access. (Refer to SME Infectious Disease Control Cleaning Protocol for additional information.)

TM should provide HR with written notification of test results.

TM should remain at home until symptoms have passed (2-3 weeks).

TM will need a physician’s note prior to his/her return to work.

In the interim period of the outbreak, SME offices to institute a higher level of routine cleaning:
- Wipe down commonly contacted surfaces at least twice per day with disinfectant.
- Team Members shall wear disposable gloves (nitrile, latex, etc.) and promptly dispose of gloves when finished.
- As work opportunities permit, Team Members assigned to office duties should work from home when possible.
- Team Members to notify Team Leader and Human Resources if they develop symptoms and then follow procedures above for symptomatic Team Members.

TM to notify Team Leader and Human Resources if they develop symptoms and then follow procedures above for symptomatic Team Members.

GM to craft communication to Team Members within assigned office of affected TM (within requirements/constraints of ADA/HIPPA).

GENERAL PREVENTATIVE MEASURES
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  - Wipe down commonly contacted surfaces at least twice per day with disinfectant.
  - Team Members shall wear disposable gloves (nitrile, latex, etc.) and promptly dispose of gloves when finished.
  - As work opportunities permit, Team Members assigned to office duties should work from home when possible.
  - Team Members to notify Team Leader and Human Resources if they develop symptoms and then follow procedures above for symptomatic Team Members.

NOTE: Document will be adjusted and reissued as additional information becomes available.