

COVID-19 Protocols

| SCENARIO | RISK LEVEL | NOTIFICATIONS | EMPLOYEE ACTIONS | CHARGE'S ACTIONS | RETURN TO WORK |
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| Employee tests positive for COVID-19. | HIGH | Employee notifies Andrea Lara. If field worker, HR contacts customer along with employees that have been in close contact. If office worker, HR contacts those who were in contact with the employee. | Employee should begin self-quarantine immediately. Follow directions from healthcare providers and public health authorities. | Charge notifies those outlined in "Notifications" and follows protocol for contact tracing. Charge refers those in close contact with the employee to a COVID-19 testing site. | Employee cannot come to work and must quarantine at home for at least 14 days. Employee must take another COVID-19 test and test negative before returning to work. If employee tests positive, they are to remain in quarantine. |
| Employee has symptoms of COVID-19 and had close contact* with someone who tested positive or presumed to have COVID-19. EMPLOYEE SHOULD LEAVE JOBSITE/OFFICE IMMEDIATELY. | HIGH | Employee notifies Andrea. If field worker, HR contacts customer along with employees that have been in close contact. If office worker, HR contacts those who were in contact with the employee. | Employee is advised to contact a medical professional and seek a COVID-19 test. Notify Andrea when a COVID-19 test is taken. | Charge notifies those outlined in "Notifications" and follows protocol for contact tracing. Charge refers those in close contact with the employee to a COVID-19 testing site. | Employee cannot come to work and must quarantine at home for at least 14 days. Employee must take another COVID-19 test and test negative before returning to work. If employee tests positive, they are to remain in quarantine. |
| Employee has symptoms of COVID-19 and it is unknown if they had close contact with someone who was tested positive for COVID-19. (Employee presumed to have COVID-19.) EMPLOYEE SHOULD LEAVE JOBSITE/OFFICE IMMEDIATELY. | HIGH Potential case of community spread | Employee notifies Andrea. If field worker, HR contacts customer along with employees that have been in close contact. If office worker, HR contacts those who were in contact with the employee. | Employee should self-quarantine, monitor their symptoms, get COVID-19 testing if symptoms persist, and contact Andrea when a COVID-19 test is taken. | Charge notifies those outlined in "Notifications" and following protocol for contact tracing. If employee's COVID-19 test returns positive, Charge refers those in close contact with the employee to a COVID-19 testing site. | Employee cannot come to work and must quarantine at home for at least 14 days. Employee must take another COVID-19 test and test negative before returning to work. If employee tests positive, they are to remain in quarantine. |

*Close contact is described as any individual within 6 feet of an infected person for at least 15 minutes.

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| Employee has no symptoms of COVID-19 but had close contact with someone who tested positive or presumed to have COVID-19. | MEDIUM | Employee notifies Andrea of exposure. | Employee should isolate themselves from the person experiencing symptoms. Employee should continue to monitor symptoms. Continue safe practices as instructed by the CDC and contact Andrea if symptoms occur. | Ensure safe practices are being followed. | <p>If critical infrastructure worker: can continue working while practicing social distancing and CDC guidelines. Employee must get COVID-19 testing.</p> <p>If office employee: must quarantine at home for 14 days. Employee must get COVID-19 testing.</p> <p>If employee tests positive, they are to remain in quarantine. Employee must take another COVID-19 test and test negative to return to work.</p> |
| Employee has no symptoms of COVID-19 but lives with someone who is experiencing symptoms or has been quarantined. | MEDIUM | Employee notifies Andrea of exposure. | Employee should isolate themselves from the person experiencing symptoms and continue to monitor their symptoms. Continue safe practices as instructed by the CDC and contact Andrea if symptoms occur or if the person they live with tests positive. | Ensure safe practices are being followed. | <p>If critical infrastructure worker: can continue working while practicing social distancing and CDC guidelines. Employee must get COVID-19 testing.</p> <p>If office employee: must quarantine at home for 14 days. Employee must get COVID-19 testing.</p> <p>If employee tests positive, they are to remain in quarantine. Employee must take another COVID-19 test and test negative to return to work.</p> |

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| Employee had close contact with a person who in turn had close contact with someone else who tested positive or presumed to have COVID-19. | LOW | No notification is necessary. | Employee is at low-risk for contracting COVID-19. Employee should continue to monitor symptoms. Keep following safe practices as instructed by the CDC. | Ensure safe practices are being followed. | Employee should continue to monitor their symptoms and are able to return to work. |
| Employee was in a facility or crowd with someone who tested positive or presumed to have COVID-19. Employee was not in close contact and has no symptoms of COVID-19. | LOW | No notification is necessary. | Employee is at low-risk for contracting COVID-19. Employee should continue to monitor symptoms. Keep following safe practices as instructed by the CDC. | Ensure safe practices are being followed. | Employee should continue to monitor their symptoms and are able to return to work. |