



The Family Tree

Policy and Procedures to follow if an Employee Gets Sick With COVID-19

OR

Exposure to COVID-19

If an employee gets sick at work with symptoms of COVID-19 or notifies you from home that they are sick, the following procedures and guidelines must be followed:

- If the employee is at work, he/she must go home immediately
- Test for Covid-19, if available
- If you test positive for Covid-19 (everyone, regardless of vaccination status) **MUST** Isolate:
 - Work from home for 5 days
 - If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house and return to the building (if applicable):
 - 24 hrs. with no fever (without fever reducing medications) **and**;
 - Respiratory symptoms have improved (e.g., cough, shortness of breath).
 - When you are in the building, masks **MUST** be worn except in private offices

Exposure to Covid-19 -

If You:

Have received your Booster **OR** completed the primary series of Pfizer or Moderna vaccine within the last 6 months **OR** completed the primary series of the J & J vaccine within the last 2 months:

- When you are in the building, masks **MUST** be worn except in private offices
- Test on day 5, if available
- If you develop symptoms get a test and stay home

If You:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and **DO NOT** have a Booster **OR** completed the primary series of J & J over 2 months ago and **DO NOT** have a Booster **OR** are **UNVACCINATED**:

- Work from home for 5 days
- Test on day 5, if available
- If you develop symptoms get a test and stay home

- HR will begin 'Contact Tracing' to All staff via the One Call Now mass communication (text, phone, email). It is important to reserve the privacy of the employee.
- Employees **MUST** contact their supervisor and HR.