



COVID-19 – Method of Procedures

What are the first steps an employee should take if they are feeling any of the COVID-19 symptoms?

- Notify Larry Koenig, Scott Weingart or Greg Orton and they will take the appropriate steps to make sure all CDC guidelines are followed
 - Larry Koenig - 715.553.0416
 - Scott Weingart - 651.775.1736
 - Greg Orton - 715.553.0434
- Self-Isolate at home and follow all CDC guidelines

What if an employee tests POSITIVE for COVID-19?

- Management will notify crew, facilities, customers, and employees that were in contact with the positive individual over the past 48 hours
- Senior Management will keep the identity of the individual who tested positive confidential as required by the Americans with Disabilities Act (ADA)
- Follow symptom-based strategy prior to returning to work:
 - At least 3 days (72 hours) have passed since last symptom without fever reducing medication
 - At least 10 days have passed since symptoms first appeared

What if an employee tests NEGATIVE for COVID-19?

- Notify Management of test results, and confirm return to work plan
- Likely return to work after at least 24 hours have passed since last symptoms without fever reducing medication

What if an employee was in close contact with an individual that tested POSITIVE for COVID-19?

- If they have symptoms, self-isolate and follow all CDC guidelines, test if possible
- If they have been exposed to someone who tested positive and have **NO** symptoms, they should self-monitor their symptoms for 24 hours and return to work and follow these CDC Guidelines:
 - **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility
 - **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program
 - **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages
 - **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace
 - **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely