peak living

July 10, 2020

RE: Guidance for employees who may have been exposed to COVID-19

To: Peak Living Management

On April 8, 2020 the CDC provided interim guidance for essential workers who may have had close exposure to a person with suspected or confirmed COVID-19.

To ensure continuity of operations, <u>CDC advises that employees may be permitted to continue work following potential exposure to COVID-19</u>, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. In accordance with CDC guidance we are implementing the below procedures for those that may have had exposure to a person with suspected or confirmed COVID-19.

<u>The CDC defines close exposure as those who have been within 6 feet of a suspected/confirmed case for a prolonged period of time (10+ minutes), when they are displaying symptoms or within 48 hours of symptom onset.</u>

If an employee has been exposed to a confirmed cased of COVID they should report this immediately to their manager. Human Resources and the Regional Manager should then be consulted. Each situation will be looked at on an individual basis. The type, duration, and frequency of exposure will be taken into consideration to determine next steps.

Typically, employees who have had an exposure, as defined above, but remain asymptomatic should adhere to the following practices prior to and during their work shift for 14 days after exposure:

<u>Pre-Screen</u>:

Employees should call their Community Manager prior to reporting to work. The Community Manager MUST assess symptoms prior to their starting to work and record the answers in a tracking log. The below questions will be asked:

- What is your current temperature?
    - If an employee does not have access to a thermometer, they should notify their Regional Manager.
    - Medical professionals have determined that any temperature of 100.4° or greater is considered a fever.
- Do you have a new or worsening cough?

- Do you have shortness of breath?

- Do you have a sore throat?

If the employee does not report any of the above symptoms they will be allowed to report to work.

Self-Monitoring:

Employees should self- monitor and report any development of symptoms immediately. If the employee reports symptoms they should be sent home immediately.

Wear a Face Covering:

The employee should wear a face covering at all times while in the workplace for 14 days after the last exposure. Employees can provide their own cloth face covering. If an employee is unable to furnish their own cloth face covering, they should report this to their Regional Manager.

Social Distance:

The employee should maintain 6 feet and practice social distancing as work duties permit.

Disinfect and Clean Workspaces:

Clean and disinfect all areas such as offices, bathrooms, common areas, shared tools, etc.….

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Employees who had close contact (within 6 feet for a prolonged time) while the employee had symptoms and 48 hours prior will be considered exposed and will need to follow this procedure.

Employees who are sick with COVID symptoms should reach out to their medical provider for guidance. And keep in communication with their manager. If an employee has COVID symptoms and is not able to be tested they should follow the below guidance from the CDC before they report back to work.

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and,**
- At least 7 days have passed *since symptoms first appeared*.