

# **Kaman**

## **COVID-19 Response Plan**

# Kaman COVID-19 Response Plan

## **Operational Response Plans/Instructions for COVID-19 Cases**

**Purpose:** The focus and goals of the response plan to COVID-19 cases/symptoms are to (1) protect the health/safety of Kaman employees and (2) maintain production. As a Critical Infrastructure business, Kaman is proactively taking measures to protect employees' well-being and maintain business continuity for the Company and customers. This is accomplished by limiting COVID-19 exposure through a rigorous application of communication, visitor restrictions, social distancing, isolation/quarantine, and cleaning/disinfecting.

Kaman relies upon the guidance provided by the Center for Disease Control (CDC) related to COVID-19, as the CDC continues to provide updated guidance to employers, healthcare providers, and U.S. residents.

### **Kaman COVID-19 Policy**

**Kaman has developed COVID response protocols to follow in the event and employee displays symptoms at work, outside of work, or in the event they have been exposed to someone with symptoms or a positive test. These protocols are outlined in the preceding pages and are updated as new guidance is obtained. Of utmost importance is to identify any potential issues and ensure that no one who is either displaying symptoms or has had exposure to someone with symptoms is in the work place.**

### **Kaman Covid-19 Response Team**

In the event of a COVID event, the site-specific COVID Response Team (CRT) will execute this Plan and work with department leaders to minimize disruption, depending on the facts and circumstances present at the time. Diversity within our manufacturing platform and network of suppliers will help maintain Kaman's flexibility when dealing with the COVID-19 pandemic.

The site-specific COVID Response Team consists of the business leader and key leaders from all operational groups. At a minimum, the CRT should consist of Human Resources (HR), Operations (OPS), Facilities, and Environmental, Health, and Safety (EH&S). The business leader (General Manager/President) directs the local team. Corporate Executive Management will be informed including Corporate Human Resources and EH&S and will provide additional guidance as required.

### **General Response to Exposure of COVID-19**

Upon receiving information from an employee that was in contact with someone who may have the COVID-19 virus or has tested positive for COVID, the following actions are implemented:

1. The employee immediately isolates from other employees or leaves the facility with the expectation that a member of the CRT contact the employee to start the risk assessment process.
2. Human Resources (HR) will advise the employee to contact their medical provider. Until the receipt of information that is more detailed, Kaman HR will assume the employee is infected with COVID-19.
3. HR will advise the employee to self-quarantine until symptom free for twenty four (24) hours, or as directed by their medical provider.
4. The CRT will complete the Decision Making Flow Chart (**Attachment C**) to determine the response actions for all exposed employees to determine actions for self-quarantine and return.

5. The CRT will complete the risk assessment form (**Attachment B**), as it applies to their area of responsibility. The team will collect the information from the employee with as many specifics as possible.
6. Facilities and EH&S will coordinate with area managers, supervisors, and cell leads to determine extent of the contamination and cleaning that may be necessary.
7. The business leader (President/Vice President/General Manager) will review Attachment B and Attachment C with the CRT.
8. The CRT will determine the risks and the appropriate areas to restrict access, employees to self-quarantine and implementation of the remediation protocol as described in **Scenarios**.
9. The CRT will advise senior staff on communications to employees and recommendations for cleaning/closing areas and/or buildings. Note: HR will advise managers and supervisors of their responsibilities to keep certain employee personal health information (PHI) confidential. HR will advise management how to maintain the privacy of the individual, while keeping all employees up to date on developments.
10. Managers and supervisors will provide the initial communications and updates to employees in the respective work area/department/value stream on the potential exposure situation.
11. The affected work area will be immediately restricted for access. Remediation of the area will start twenty-four (24) hours after the initial notice.

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#### **Procedures to Use Response Plan**

1. Use Attachment B Kaman COVID-19 Risk Assessment and Remediation Questionnaire Form to collect information in conjunction with Attachment C Kaman COVID-19 Risk Assessment Management Decision Making Tool to determine the risk level and appropriate remediation response.
3. Based on the risk level from Attachment C, refer to Scenario one (1), two (2), or three (3) in this response plan to implement the remediation required.

## **High Risk Scenario 1: Employee with Presumptive Positive COVID-19 Test**

("Presumptive Positive" means the employee has tested positive with a COVID-19 test kit, and obtaining a confirmation from the CDC.)

**Upon confirmation of an employee-testing positive or having the symptoms of the COVID-19 virus, implement the following actions:**

1. **Isolate Employee and Remove from Facility**

- a. If individual is at a facility at time of notification to Kaman of presumptive positive test result:
  - i. Supervisor notifies EH&S or HR
  - ii. Supervisor isolates employee;
  - iii. The CRT responds and brings personal protective equipment (PPE) for the team and potentially infected employee (facemask, disposable exam gloves);
- iv. Escort the employee, fitted with the proper PPE, out of the facility.

**Note:** Brief the employee on the hazards associated with using the respirator and advise them to follow the respirator's instructions and the requirements for respiratory protection under the Occupational Safety and Health Administration 29 Code of Federal Regulations 1910.134.

2. **Determine Scope of Exposure**

- a. The CRT informs business leaders.
- b. Production Manager pauses production activity in affected department/area
  - i. The production manager, with the CRT, will advise affected employees to remain at least six feet apart from each other, until Kaman team can determine which employees were exposed to the infected employee (see subpart c. below).
- c. The CRT determines which employees have been exposed to COVID-19 due to interaction with infected employee
  - i. "Exposure" is defined as being in close contact (6 feet) of the infected employee. The CDC defines close contact as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
  - ii. Timeframe for Exposure: the goal is to identify those co-workers who were "exposed" to the infected employee while he/she had symptoms **AND** 48 hours prior to infected employee having symptoms (e.g., if employee had experienced symptoms over one working day, then focus is to identify all co-workers "exposed" over the one working day **PLUS** 48 hours prior to onset of symptoms)
  - iii. The CRT determines scope of exposure through the following steps:
    1. Completion of the Kaman Risk Assessment (**Attachment B**) and referencing the Risk Assessment Decision Making Form (**Attachment C**).
    2. HR contacts infected employee via phone to determine (1) how long employee has been symptomatic; and (2) which other employees may have been close enough to be "exposed"
    3. If other employees specifically state a concern that they were "exposed" to the infected employee, the CRT and Production Manager will interview the employee, and then make a determination whether they were actually "exposed" (following the above CDC guidelines).

3. Send Exposed Employees Home

- a. Send the exposed employees home for self-monitoring and isolation for a 10-day period (w/o test).
  - i. HR and production manager Communicates instructions for 10-day self-monitoring/isolation (w/o test) to employees.
  - ii. HR will help the employees arrange leave or assist in alternative arrangements.

4. COVID-19 Risk Exposure Medical Assessment (In Person or Telephonic)

- a. HR/EHS ensures that the employee is isolated or removed from the facility and no danger of potentially spreading the virus. Isolation should be performed through:
  - i. Distance, maintain at least 6 feet of separation.
  - ii. PPE, suspected employees should immediately wear face mask.
- b. Either telephonically or in-person (depending on Step 1 above), Kaman EH&S/HR performs a COVID-19 Risk Exposure Assessment and decision making tool to determine the level of risk: (1) No identifiable Risk, (2) Low Risk, (3) Medium Risk or (4) High Risk
  - i. **“Medium/High Risk”** – Employee has:
    - 1. Travelled internationally or to current U.S. “hot zones” as defined by federal, state, or local agencies
    - 2. any contact with a known positive case of COVID-19
    - 3. Any contact with a suspected case of COVID-19? (Working within the same area, living with, being an intimate partner (spouse, children, persons with regular contact) of, or caring for a person).
  - ii. **“Low Risk”** – Employee:
    - 1. Was in the same indoor environment as a case for a prolonged period but did not meet the definition of close contact (e.g., in the same work cell or same hospital waiting room)?
    - 2. May be asymptomatic him/herself; or
    - 3. Possible contact with another symptomatic person (but NOT close contact with a person who has a laboratory confirmed positive COVID-19 test).
  - iii. **“No identifiable Risk”** – Employee:
    - 1. Did not have any contact with a known or suspected case of COVID-19
    - 2. Was not in the same indoor environment as a case for a prolonged period but did not meet the definition of close contact (e.g., in the same classroom or same hospital waiting room)
    - 3. Is not exhibiting COVID-19 signs or symptoms.
- c. Contact Tracing is to be conducted with any confirmed or suspect COVID cases.

## 5. Management Strategies (Referencing CDC recommendations):

Risk Level	Asymptomatic	Symptomatic	Remediation Strategies
High risk	<ul style="list-style-type: none"> <li>Quarantine for 10 days (w/o test), 7 days with test</li> <li>No public activities</li> <li>Daily active monitoring, if possible based on local priorities</li> <li>Report to Manager or HR daily</li> <li>Controlled travel</li> </ul>	<ul style="list-style-type: none"> <li>Immediate isolation from employees</li> <li>Quarantine for 10 days (w/o test), 7 days with test</li> <li>HR informs the employee that they are required to leave the facility. The employee cannot return to work until 24 hours of no symptoms (w/o symptom reducing medication)</li> <li>HR coordinates with the employee to receive a medical exam before returning to work.</li> </ul>	<ul style="list-style-type: none"> <li>6 hour wait time</li> <li>Electrostatic Cleaning System</li> <li>Qualified Cleaning Contractor</li> </ul>
Medium Risk	<ul style="list-style-type: none"> <li>Quarantine for 10 days (w/o test), 7 days with test</li> <li>No public activities</li> <li>Daily active monitoring, if possible based on local priorities</li> <li>Report to Manager or HR daily</li> <li>Controlled travel</li> </ul>	<ul style="list-style-type: none"> <li>Immediate isolation from employees</li> <li>Quarantine for 10 days (w/o test), 7 days with test</li> <li>HR informs the employee that they are required to leave the facility. The employee cannot return to work until 24 hours of no symptoms (w/o symptom reducing medication)</li> <li>HR coordinates with the employee to receive a medical exam before returning to work.</li> </ul>	<ul style="list-style-type: none"> <li>4 hour wait time</li> <li>Electrostatic Cleaning System</li> <li>Qualified Cleaning Contractor</li> </ul>
Low Risk	<ul style="list-style-type: none"> <li>HR/EHS instructs the employee to continue to monitor their symptoms and communicate with their supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>HR informs the employee that they are required to leave the facility. The employee cannot return to work until 24 hours of no symptoms (w/o symptom reducing medication)</li> <li>HR coordinates with the employee to receive a medical exam before returning to work.</li> </ul>	<ul style="list-style-type: none"> <li>General Disinfection Cleaning</li> </ul>
No Identifiable Risks	<ul style="list-style-type: none"> <li>HR/EHS instructs the employee to continue to monitor their symptoms and communicate with their supervisor.</li> </ul>	Not Applicable	General Disinfection Cleaning

## 6. Cleaning

- a. A qualified outside contractor arranged by facilities will conduct cleaning.
- b. Facilities will ensure that the contractor is familiar with the CDC recommendations for cleaning and disinfecting for the COVID-19 virus and that the contractor uses chemicals identified on the list of chemicals effective for the COVID-19 virus, as identified by the Center for Biocide Chemistries and the Environmental Protection Agency.
- c. Facilities will consult with Quality or Process Engineers to confirm cleaning agent compatibility to work product and materials
- d. Facilities will ensure the Kaman COVID-19 questionnaire is completed and to submit the proper security compliance paperwork.
- e. Facilities and EH&S will ensure the contractor is properly informed of Kaman EH&S requirements.
- f. The cleaning will commence at least four to six hours from the time of the initial report.
- g. **Cleaning Protocol:**
  - i. Facilities will notify the CRT and business leaders when the contractor is scheduled to sanitize the affected employee's workspace.
  - ii. Facilities will consult with the contractor the extent of the employee's workspace to sanitize
  - iii. Area managers will ensure to:
    1. Remove sensitive Kaman products, plans, or equipment from the area.
    2. Arrange to remove raw materials from the area.
    3. De-energized and protect or remove tools and electronics from the area during the sanitization process.

- iv. The CRT and Facilities will ensure the affected area is quarantined and employee access is restricted.
- v. Employees will be instructed to stay a minimum of distance from the quarantined area during the cleaning/sanitizing process.
- vi. The contractor will sanitize the area with an electrostatic system or chemicals designated by the Centers for Biological Control and the CDC that are effective to neutralize the COVID-19 virus.
- vii. The CRT will determine when it is safe to return to the work area, after sanitization, the quarantine will be removed and activity can resume in the area that has been sanitized.
- viii. Cleaning Office Areas:
  - 1. Wipe affected areas with approved cleaners:
    - a. All hard horizontal surfaces
    - b. Computer components, telephones
    - c. Touchpoints, including but not limited to:
      - i. Anything with a handle
        - 1. Doors, refrigerator, appliances
      - ii. Light switches, elevator buttons, drinking fountains, etc.
    - iii. Bathrooms:
      - 1. Sink faucets, flush valves, partitions
  - 2. Mop hard surface floors:
    - a. Kitchenettes
    - b. Bathrooms
    - c. Training Rooms
    - d. Break Rooms
- ix. Cleaning Shop Areas:
  - 1. Wipe all affected areas:
    - a. All hard horizontal surfaces
    - b. Computer components, telephones
    - c. Benchtops
    - d. Toolboxes
    - e. Fixtures
    - f. Touchpoints, including but not limited to:
      - i. Anything with a handle
        - 1. Doors, refrigerator, appliances, equipment
      - ii. Light switches, elevator buttons, drinking fountains, etc.
    - iii. Bathrooms:
      - 1. Sink faucets, flush valves, partitions
    - iv. Machine control panels, buttons
- x. Mop hard surface floors:
  - 1. Break Rooms
  - 2. Bathrooms
  - 3. Shop floors

**Warning: Do not sanitize aircrafts, aircraft components/parts without prior approval.**

7. Return to Production

- a. CRT develops a communication to the workforce in affected department/area
  - i. Message to include following points:
    1. Acknowledgement that an employee who tested Presumptive Positive (or, under Scenario 2, a medium employee under CDC standards – Do **NOT** name employee).
    2. Actions Kaman has taken to isolate and remove those exposed.
    3. Actions Kaman has taken to clean and disinfect the area/department.
  - ii. Business leaders communicate to employees.
    1. Managers/Supervisors ensure that message is delivered and disseminated to the hourly workforce.
- b. Operations Director authorizes production to resume.

8. Return to Work: Exposed employees may return to work as follows:

- i. After communicating with HR and receiving medical clearance.
- ii. If asymptomatic, after the ten (10) day period (w/o test).
- iii. If symptomatic after the ten (10) day period (w/o test), employee returns to work after both of the following:
  1. free of fever and severe shortness of breath for twenty four (24) hours, without any fever or symptom reducing medication; and
  2. Seven (7) days have passed since symptoms began.
- iv. Symptoms include: Fever, cough, or severe shortness of breath

**Medium Risk - Scenario 2: Employee with Suspected COVID-19 during Shift**

Upon notification of an employee exhibiting symptoms of the COVID-19 virus, implement the following actions:

1. Initial Report or Identification of Symptoms

- a. If employee reports symptoms away from work:
  - i. Supervisor advises HR and EH&S of the employee that self-reported symptoms
  - ii. HR and EHS performs telephonic assessment with employee per **Step 2** below, to determine exposure risk level of employee.
- b. If supervisor identifies symptoms or reported by another employee at work:
  - i. If positive symptoms under COVID-19 Medical Checklist, the supervisor will:
    1. Isolates from facility from other workers (at least 6 feet separation) or sends employee home.
    2. Prohibit other employees from entering the suspected infected employee's work area.
    3. Calls HR or EHS to communicate the incident.

2. Follow steps 4 – 8 in High Risk Scenario 1 To Continue Further Actions



### **Low Risk Scenario 3: Employee Reports Having Exposure to a Person with COVID-19 or a Person Who is Suspected (Secondhand Exposure)**

1. Notify HR/EHS.
  - a. If employee reports exposure to a person believed to have COVID-19, a person under quarantine, or a person who is symptomatic, then immediately notify HR and EHS of the report.
2. Follow steps 4 – 8 in High Risk Scenario 1 To Continue Further Actions

#### **Return to Work After Presumptive or Suspected COVID-19 Infection**

The return-to-work criteria for the employee is based on CDC guidelines and will depend on whether the employee is assessed as a Low Risk or Medium/High Risk for COVID-19 exposure. Under either case, the employee must coordinate with HR to arrange for a medical clearance prior to returning to work.

If an employee is confirmed positive for COVID-19 their return to work will be guided by protocols set forth by the State Department of Health and the Centers for Disease Control.

#### **Facility / Plant Closures**

The facility will close if the facility/plant is directed by the local, regional, state or federal governments.

If a facility is in a local area, which becomes a hot spot for COVID 19, and there is a significant absenteeism rate that prevents effectively operating the business, the business leader, local HR, and Corporate Senior Management will review and determine facility closures and next steps.

#### **Visitors and Contractors**

In the best interest of the health and well-being of our employees, clients, and visitors in response to the coronavirus (COVID-19), Kaman is restricting visitors from entering its facilities during the pandemic. Kaman will permit visitors and contractors to its facilities only for business critical, time-sensitive purposes approved by a business unit or designated leader. All other visits are to be postponed until further notice.

In the exceptional case where visitor(s) will be at the facility:

- The employee (host) responsible for the visitor will get pre-authorization from a business unit leader or designated leader at least three (3) days prior to the visit.
- The employee (host) will ensure each person in the group visiting confirms that they can answer “No” to **all questions on the COVID-19 Visitors Questionnaire (Attachment A)**.
- The employee (host) will inform their visitors of temperature monitoring upon arrival to the facility. Instructions shall be provided by the employee to the visitor on how they should proceed upon arrival at the facility.

#### **Large Group Meetings**

Business leaders have been instructed to cancel large group meetings, all hands meetings, etc., unless they can be held by alternative means that do not require gathering employees, such as videoconference, Avaya IX, WebEx, or Zoom.

**Attachment A**

**Kaman COVID-19 Visitor Questionnaire**

**Coronavirus (COVID-19) Visitor Screening Questionnaire**

Dear Valued Kaman Visitor,

The health and safety of our employees and visitors is our top priority. In response to the latest information on the COVID-19 outbreak, Kaman requires all visitors to answer the following questions prior to entering the facility. We will also need to take your temperature. By signing this consent form, Visitor is authorizing Company to take Visitor's temperature prior to allowing entry to the facility. Information collected in this form will be protected in accordance with all company privacy requirements.

Your participation is important to help us take precautionary measures to protect you and everyone at this facility. Thank you for helping keep everyone safe and healthy.

**Visitor Information:**

Full Name:		Business Phone No.:	
Company/Organization:		Date of Visit:	
Kaman Host/Escort Name:			
Purpose for Visit: <input type="checkbox"/> Supplier/Contractor <input type="checkbox"/> Other: _____			
Brief Explanation:			
<b>Self-Declaration by Visitor</b>			
1	Are you experiencing symptoms such as cough, fever, chills, fatigue, muscle ache, diarrhea, nausea or vomiting, congestion, headache, sore throat, loss of taste, smell and/or shortness of breath? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Within the past 14 days, have you been exposed to someone:  With a <u>confirmed case</u> of COVID-19? <input type="checkbox"/> Yes <input type="checkbox"/> No  With <u>symptoms</u> of COVID-19 infection? <input type="checkbox"/> Yes <input type="checkbox"/> No  Who is or has been in <u>quarantine</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3	Have you complied with Federal, State, or local travel restriction requirements if you have travelled from outside of the state? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

**"YES" answers to Questions 1 and 2 above will result in Visitor not being allowed entry to the facility. "YES" answer to Question 3 requires additional approval to enter the facility. You will be required to visibly display a visitor badge and temperature confirmation at all times, please turn them in daily. If your temperature is 100.4 F degrees or higher, you will not be approved for entry.**

Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Escort Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: Reserves The Right To Decline Entry To All Non-Essential Visitors.

**Attachment B**

**Kaman COVID-19 Risk Assessment and Remediation Questionnaire**

# Kaman COVID-19 Risk Assessment and Remediation Questionnaire

This questionnaire must be completed ***immediately*** with input from all parties involved, including department Supervisor, Human Resources, Facilities/Maintenance, and Safety upon learning of a possible COVID-19 exposure. The form will be coordinated by Human Resources and reviewed with the Division President/General Manager including Facilities and EH&S.

1. Name of person with exposure or potential exposure: \_\_\_\_\_
  - When did they first begin not feeling well or were potentially exposed? \_\_\_\_\_
  - Date they notified their supervisor, EHS or HR: \_\_\_\_\_
2. If an employee, what is their job duties and tasks? \_\_\_\_\_
  - Where is their primary work area and other areas in the facility they also work? \_\_\_\_\_
  - Approximately, how many people and what departments do they come in contact with daily? \_\_\_\_\_
  - What touch points did they come in contact with (location of time clock(s), doors, tools, restrooms, etc.)? \_\_\_\_\_
3. If not an employee, what is the relationship between the employee and the potentially exposed person? \_\_\_\_\_
4. Under what circumstances was there exposure (travel, work, contact outside of work, etc.)? \_\_\_\_\_
5. Has there been a test for COVID-19 done and if yes, what is the status? \_\_\_\_\_
6. Have other employees been sent home to self-quarantine? If yes, list names: \_\_\_\_\_
7. Have other employees decided to go home? If yes, list names: \_\_\_\_\_
8. What areas need to be shut down and/or sanitized? Be specific: \_\_\_\_\_
9. What is the applicable Scenario or Risk Level (see procedure)? \_\_\_\_\_
10. Has an outside cleaning company been contacted? \_\_\_\_\_
11. Is a follow up call required with all parties involved? If yes, when and who will follow up? \_\_\_\_\_
12. Result of Follow up calls (Date & Status): \_\_\_\_\_

Name of Person Completing Questionnaire: \_\_\_\_\_

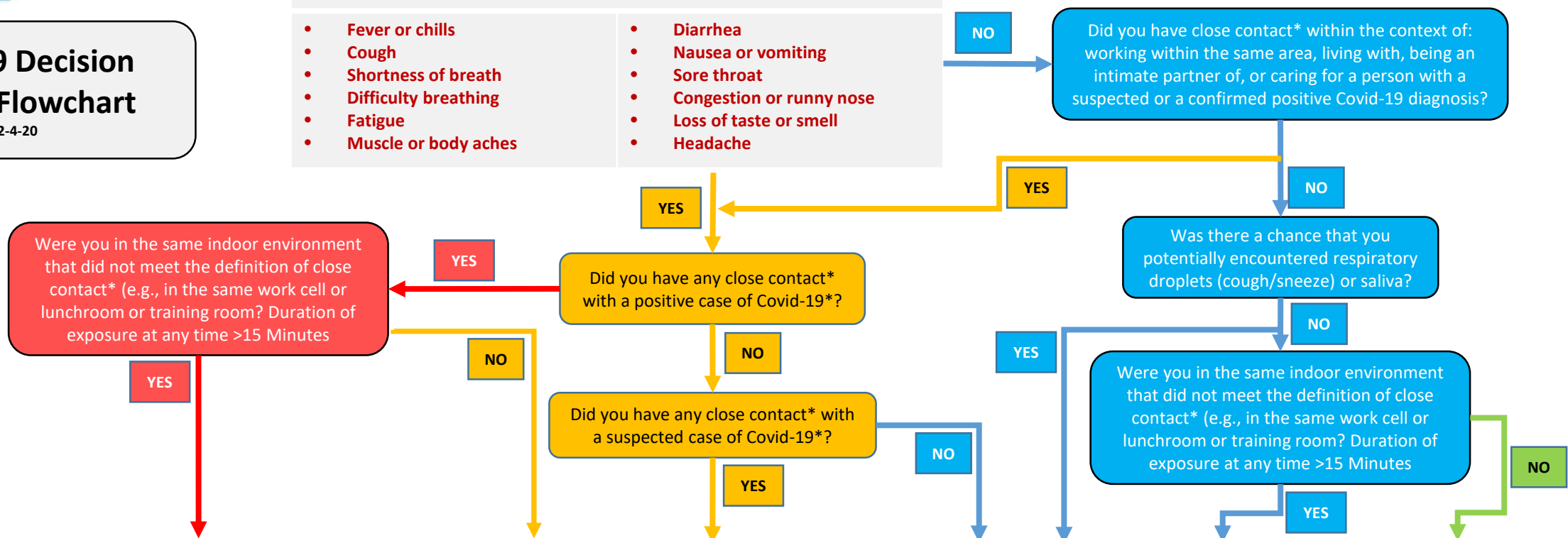
Date: \_\_\_\_\_

**Attachment C**

**Kaman COVID-19 Risk Assessment Management Decision Making Form**

- Diarrhea
- Nausea or vomiting
- Sore throat
- Congestion or runny nose
- Loss of taste or smell
- Headache

\*Close contact defined by the CDC is within 6 feet for 15 minutes or more.



	High Risk/Scenario #1 Anticipated Positive Covid-19 Case	Med. Risk/Scenario #2 Suspected Covid-19 Case	Low Risk/Scenario #3 Suspected Covid-19 Case	No Risk of Covid-19 Exposure
<b>Actions for people <u>WITH</u> symptoms consistent with COVID-19</b>	Stay Home, quarantine immediately, restrict movement, and seek medical advice. <b>Employees may return to work following:</b> <ul style="list-style-type: none"> <li>✓ Free of symptoms for 24 hrs.</li> <li>✓ and 10 days have passed since potential exposure (W/O Test), or</li> <li>✓ 7 days have passed since exposure W/ Positive Test</li> <li>✓ Watch for symptoms until 14 days after exposure</li> </ul>	Same as high risk scenario #1 (With Symptoms) <b>Employees may return to work following:</b> <ul style="list-style-type: none"> <li>✓ Free of symptoms for 24 hrs.</li> <li>✓ and 10 days have passed since potential exposure (W/O Test), or</li> <li>✓ 7 days have passed since exposure W/ Positive Test</li> <li>✓ Watch for symptoms until 14 days after exposure</li> </ul>	Same as medium risk Scenario #2 (Without Symptoms) <ul style="list-style-type: none"> <li>✓ Free of symptoms for 24 hrs.</li> <li>✓ and 10 days have passed since potential exposure (W/O Test), or</li> <li>✓ With a negative Covid-19 test after 5 day incubation period.</li> <li>✓ Watch for symptoms until 14 days after exposure</li> </ul>	PPE; Observation; Routine medical care for possible non-Covid-19 related illness
<b>Actions for people <u>WITHOUT</u> symptoms consistent with COVID-19</b>	<b>Exposed employee (W/O symptoms) may return to work following:</b> <ul style="list-style-type: none"> <li>✓ Free of symptoms for 24 hrs.</li> <li>✓ and 10 days have passed since potential exposure (W/O Test), or</li> <li>✓ With a negative Covid-19 test after 5 day incubation period.</li> <li>✓ Watch for symptoms until 14 days after exposure</li> </ul>	<b>Exposed employee may return to work following:</b> <ul style="list-style-type: none"> <li>✓ Free of symptoms for 24 hrs.</li> <li>✓ and 10 days have passed since potential exposure (W/O Test), or</li> <li>✓ With a negative Covid-19 test after 5 day incubation period.</li> <li>✓ Watch for symptoms until 14 days after exposure</li> </ul>	<b>As critical worker, can report to work if:</b> <ul style="list-style-type: none"> <li>✓ Continue to wear PPE;</li> <li>✓ Practice Covid-19 Prevention strategies</li> <li>✓ Report developing symptoms immediately to your manager, EHS, or HR</li> <li>✓ Watch for symptoms until 14 days after exposure</li> </ul>	PPE; Covid-19 Prevention

**Attachment D**

**Hourly Employee Pay Continuation**



## **Attachment D**

### **Hourly Employee Pay Continuation**

All employees affected by the COVID-19 pandemic, must coordinate with Human Resources prior to taking leave. HR will advise on all payroll questions.

Sickness related approach:

1. If an employee has been quarantined and/or becomes sick as a result of Coronavirus, our standard STD policy applies.
2. If an employee needs to care for loved one who has fallen ill with the virus, we will follow the STD policy. Matrix has agreed to support this approach.

Any other reasons aside from sickness related (i.e. school shut down, business shut down, self-quarantine or general discomfort to come to work):

1. If an employee can work from home (exempt or non-exempt), they are encouraged to do so.
2. If an employee cannot work from home, we are requiring people to use their sick/personal time, vacation time or they can choose unpaid time.