

BioZyme Workplace Guidelines for COVID-19

Updated: December 14, 2020

COVID-19 Contact & Confidentiality

If you have a positive Covid-19 test or have symptoms, please call Adam Norton for further information and direction (or Sam, if you are not able to reach Adam).

Managers, if you are contacted by an employee, please direct them to Adam and do not provide further direction yourself with respect to Covid-19. If we have information about exposure or anything else along these lines, we will contact you directly. **Please remember that the identity of those who test positive must be kept confidential.**

Again, if you get a call or are asked by anyone about their COVID-19 situation, please ask them to call Adam Norton (816.262.2451)

COVID-19 Scenarios

1. Personnel who have tested positive for COVID-19

All personnel who test positive must report immediately via the PTO request in BO and via phone to Adam Norton. Personnel must identify all other personnel with whom they have been in close contact in the last 2 days, where close contact is defined as 6 feet for more than 15 minutes cumulatively in a 24-hour period. In addition, they will need to identify any customers or vendors with whom they have had close contact so they can be informed of the situation.

Those personnel who test positive may return to work when:

- At least 10 days have passed since symptom onset or exposure **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- COVID-19 symptoms have improved. (Note that the symptoms of loss of taste or smell may persist and need not delay your return.)

NOTE: Anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to quarantine or otherwise follow special protocols:

- Had COVID-19 illness within the previous 3 months,
- Has recovered, AND
- Remains without COVID-19 symptoms

2. Personnel in close contact with someone who tested positive to COVID-19

As critical infrastructure workers, employees at BioZyme may continue to work at their standard workplaces in most circumstances despite close contact with infected individuals so long as they have no symptoms and adhere to protective measures prior to and during their work shift, including:

- Pre-screening and regular monitoring for fever and other symptoms,
- Wearing a face mask properly over the nose and mouth at all times while in the workplace,
- Maintaining a 6-foot distance from others as work duties permit, and
- Working in areas that are frequently cleaned (including common areas and commonly shared equipment)

Before coming back to work after being informed of close contact with a positive COVID-19 case, you must contact Adam Norton and your supervisor to ensure that proper arrangements have been made for return in your work area.

The current recommended quarantine period for those with close contact and no symptoms, in the event that a return to the workplace cannot be accommodated, is:

- 10 days (without testing)
- 7 days (after receiving a negative test result on day 5 or after)

As noted above: Anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to quarantine or otherwise follow special protocols:

- Had COVID-19 illness within the previous 3 months,
- Has recovered, AND
- Remains without COVID-19 symptoms

3. Personnel in close contact with someone who was in close contact with another person who tested positive to COVID-19

All personnel should continue to come to work ensuring you monitor yourself for fever, cough, shortness of breath, or other symptoms of COVID-19. Do not come to work if you have COVID-19 symptoms.

4. Personnel who have COVID-19 symptoms but have not been tested must:

Stay home until:

- 24 hours with no fever without the use of fever-reducing medications **and**
- COVID-19 symptoms have improved (e.g. cough, shortness of breath; note that loss of taste/smell may persist and need not delay your return).

5. Personnel who are required to care for any dependent family member due to demands from federal, state or local quarantine

All personnel are allowed to stay home until the family member has been released from quarantine using PTO or FMLA rules for the time off to care for them.

COVID-19 General Workplace Reminders

- Personnel are recommended to wear a cloth facemask over the nose and mouth while in the workplace.
- Personnel are required to wear a mask over the nose and mouth while in meetings or otherwise in close contact with others in the workplace.
- Personnel are to make every effort to maintain social distance of 6 feet, as work duties permit.
- Please remember to wash hands frequently and keep your areas clean. Let Housekeeping know of needs for supplies or assistance.
- Remember to monitor your temperature and other symptoms before coming to work each day.

If an employee has a question about any kind of COVID-19 situation for any reason, please call Adam Norton at 816.262.2451.