

Guidelines for COVID-19

Updated: November 10, 2020

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 situation, please ask them to call Adam Norton (816.262.2451)

1. Personnel who have tested positive to 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 who they have been in contact with in the last 2 days where 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 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 **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- COVID-19 symptoms have improved.

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

Personnel need to come to work after ensuring no symptoms (fever, cough, shortness of breath). Once at work you must wear a mask at all times, social distance and wash your hands frequently.

Please note: The CDC recognizes that a mandatory worksite quarantine period for close contacts could cause severe consequences for employers of "Critical Infrastructure Workers." Therefore, workers at BioZyme may continue to work at their standard workplaces despite close contact with infected individuals so long as they 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
- Working in areas that are frequently cleaned (including common areas and commonly shared equipment)

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

All personnel should 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 symptoms.

4. Personnel who have COVID-19 symptoms must:

Stay home until:

24 hours with no fever without the use of fever-reducing medications **and** COVID-19 symptoms have improved (cough, shortness of breath) **and**

Test negative

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.

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