

Have you tested positive for COVID-19?

Yes

No

Do you have symptoms?

Have you had close contact with confirmed positive COVID-19?

Yes

No

Yes

No

You may return to work (pending Dr. recommendation or severe illness/immunocompromised):

- At least 10 days have passed since symptoms started, **AND**
- Have been fever-free to at least 24 hours without meds, **AND**
- All other symptoms have improved.

You may return to work:

- At least 10 days have passed since your positive test and no symptoms have developed.

Do you have symptoms?

Yes

No

You may work as normal.

- Take care with hygiene/social distancing\*\* guidance.
- Inform Legal/HR if testing status/symptoms change.

End of Chart

Once back, you must do the following for 20 DAYS from the positive test

- **Pre-Screen:** check temp and symptoms prior to coming to work.
- **Regular Monitoring:** check temp and symptoms throughout the day.
- **Wear a Mask: at all times** in the workplace.
- **Social Distance:** stay 6 ft from others as possible.
- **Disinfect/Clean:** shared tools, equipment, or machinery.

End of Chart

You may return to work:  
• Following a confirmed negative COVID-19 test.

You may return to work:  
• Following an isolation/incubation period of 5 days from your most recent exposure.  
• A confirmed negative COVID-19 test administered **no sooner** than the 5<sup>th</sup> calendar day following your most recent exposure.

Once back, you must do the following for 14 DAYS from your last exposure:

- **Pre-Screen:** check temp and symptoms prior to coming to work.
- **Regular Monitoring:** check temp and symptoms throughout the day.
- **Wear a Mask: at all times** in the workplace.
- **Social Distance:** stay 6 ft from others as possible.
- **Disinfect/Clean:** shared tools, equipment, or machinery.

End of Chart

### \*\*Social Distancing Guidance

- All employees should maintain a distance of 6ft unless impossible for business-related reasons.
- **If 6 ft distance cannot be maintained:**
  - Face masks are strongly encouraged in offices, break rooms, shacks, and other non-production areas.
  - Employees should feel comfortable asking others to wear masks in such settings.
  - Employees should respect the request of others to wear a mask in such settings.

### To be paid for eligible COVID-related absences: (To the extent 80-hour entitlement is not already exhausted)

- Complete the Sick Leave Request form: [www.delongsinc.com/paid-leave-info/](http://www.delongsinc.com/paid-leave-info/)
- Submit necessary documentation to HR:
  - Email: [amberh@delongsinc.com](mailto:amberh@delongsinc.com)
  - Text: 573-225-8149
  - Fax: 573-564-4715

Chart updated 10/22/2020. Subject to changing guidance from CDC, OSHA, and/or state and local health departments without prior notice to staff.