

## **Communicable Disease/Illness Policy (COVID-19)**

As you know, SIMFLO is dedicated to promoting a healthy workplace environment for our employees. We want to work together to prevent the spread of communicable diseases/illnesses in the workplace. As such, we have prepared this Communicable Disease/Illness Policy (COVID-19). Please, understand that additional changes or adjustments in this policy may be necessary based on changing circumstances. All employees should thoroughly review this policy and contact Human Resources if they have any questions regarding the content of the policy. Please, keep in mind that this policy will only work if everyone follows this policy and appropriately communicates their situation to their supervisor. This is necessary in order that appropriate actions can be taken.

### **Important Actions to Take Now**

1. All employees are urged to take basic preventive measures to avoid exposure to, or infection by, the virus causing COVID-19, as well as seasonal flu, colds, and other illness.
  - a. Do not panic; be smart and take reasonable precautions.
  - b. Wash your hands often with soap and water (20 seconds of scrubbing). If soap and water are not available, you should use alcohol-based hand cleaners (cover all surfaces and rub until dry).
  - c. If you are going to cough/sneeze, turn away from the direction of others. Cough/sneeze into a tissue. Dispose of used tissues immediately into a trash can. If you don't have a tissue, cough/sneeze into the crook of your elbow, not your hands. You should wash your hands or use sanitizer after a cough/sneeze.
  - d. Avoid touching your eyes, nose, and mouth, which accelerates the spread of infections.
  - e. Avoid close contact with others who are sick. If you are caring for a person who is ill, monitor your health closely and take all necessary precautions.
  - f. Avoid shaking hands with others.
  - g. Maintain a distance of at least 6 feet away from one another
  - h. If you have a fever, or show signs of illness, or are otherwise feeling sick, do not come to work and avoid contact with others. Be sure to contact your supervisor, as outlined in Company policy, if you are staying home.
  - i. Disinfect any tools, machinery, and work areas throughout the day and at the end of your shift.
2. We have also taken steps to allow for remote access to work, should that become necessary and approved, and should your work tasks be something which can be done remotely.
  - a. Any use of remote access should be done with caution to prevent the sharing of any log-in or password information with anyone in your household or allow access to the Company server, etc. Also, avoid visiting other websites while using remote

access and be careful to not click on emails from external sources with which you are not familiar.

- b. Remote access should only be used if: 1) specifically authorized, 2) only when you are specifically asked to use it by your supervisor, and 3) only for the specific task requested
  - c. Accurate time records should be kept for any remote work done by hourly non-exempt employees.
3. Update your contacts. Make sure you have your supervisor's contact in your devices. Also, please communicate with your supervisor and Human Resources to ensure your current cell phone number is on file in the event you need to be reached via text or other communication.

### **Updated Workplace Policies - specifically for COVID-19 pandemic (effective 3/16/2020)**

#### **If you are feeling sick or have been exposed, please stay home.**

Employees who have symptoms of respiratory illness must stay home and not come to work until they are free of fever and any other symptoms for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g., Advil, Tylenol, cough suppressants, etc.). A fever is defined as a temperature of 100.4 degrees Fahrenheit taken by an oral thermometer. A medical release may be required before an employee is allowed to return to work after being ill. Those with concerns or questions about their illness or seeking advice about whether to come to work are encouraged to contact your healthcare provider.

If an employee has been exposed to someone with a known or suspected communicable disease/illness (COVID-19), suspects that they are or could be asymptomatic of a communicable disease/illness (COVID-19), is subject to mandatory or suggested quarantine, or receives a report of a communicable disease/illness (COVID-19) from a health care provider, they are required to notify Human Resources immediately and stay at home.

If you are experiencing any symptoms of respiratory illness- fever, coughing, shortness of breath or difficulty breathing, chills or body aches, headache, nausea/vomiting, or runny nose- do not come to work and please call your health care provider or the BlueCross MDLive virtual doctor contact (info attached) so they can determine whether you should be tested for COVID-19. If it is an emergency, call 911.

Individuals may be required to obtain medical documentation proving that they no longer present a threat to other individuals in the workplace prior to being permitted to return to work. In addition, please keep your Supervisor informed of your illness, so we can keep track of who is out sick and follow up with you, as needed.

If we learn that someone who has been in direct contact with someone who has come down with the COVID-19 virus, shortly after such contact, has been in one of our offices, we will isolate the affected area for a period of time to do a deep disinfecting. The person who has been in such direct contact will be asked not to come to the office until 14 days have elapsed from their contact with the person diagnosed with the virus. The Company also reserves the right to ask someone who

has been in any type of contact with someone who has been diagnosed as noted above to not come to the office until 14 days following their contact with the person in direct contact.

During the course of this pandemic, The Company is discouraging travel unless it is for emergency circumstances. If an employee travels to an infected area, you may be asked to self-quarantine prior to returning to work.

### **Use of PTO, Sick and Other Available Leave Time.**

All full-time employees will be entitled to an additional 80 hours of emergency paid sick leave to the extent the employee is unable to work (or telework) due to a need for leave because of the following:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions. (*NOTE: Employees may not bring affected children or elders to work with them, even if the children or elders are well*)
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Employees will be required to complete an emergency paid sick leave request form if time is being requested under this policy. The request form is necessary in order to document any time off requested under this policy as opposed to time off requested under our “normal” PTO request policies. In the event we experience a temporary closure at one or more of SIMFLO’s locations, those employees affected by the closure will automatically receive payment for any unused hours under this policy on their next scheduled paycheck.

Paid sick time provided to an employee under this policy shall cease beginning with the employee’s next scheduled workshift immediately following the termination of the need for paid sick time spelled out above. Paid sick time under this section shall not carry over from 1 year to the next.

Any additional time off requested which does not meet any of the definitions spelled out above (#1-6) must be requested according to our existing procedures and must be approved by the requesting employee’s supervisor. Please, contact Human Resources if you are uncertain how many PTO hours you currently have accrued. During this time, employees will be free to utilize any available accrued vacation and/or sick time they may have available. However, we are

requesting all employees use their existing accrued paid-time off only for special circumstances in order to ensure each employee has adequate time available in the event of a temporary closure.

### **Remote Work Requests by Employees.**

Requests to work remotely will be considered upon written request by an employee's supervisor and may be allowed depending upon an individual's job duties and Company needs. Keep in mind that some positions simply are not suitable for remote work. If allowed, working remotely would only be allowed for a temporary period of time based upon what the Company deems necessary.

### **Workers Who May be at Higher Risk.**

Employees who are at increased risk for complications from COVID-19 due to underlying medical conditions may wish to consult their physician about steps they can take to protect their health. If an employee at risk for complications from COVID-19 and their physician agree that they are at a high level risk of imminent danger that would require protective measures to address such risk, the employee should provide written communication from their doctor outlining the same and contact Human Resources discuss possible options. Appropriate documentation from the employee's doctor will be required.

Otherwise, employees will generally not be reassigned to new duties, locations, or roles or be granted PTO or other leave time solely to address concerns about the potential for COVID-19 infection.

### **Temporary Closure of a Location.**

Although it is not anticipated, should it become necessary for a Company location to be temporarily closed, those employees who have been designated as essential, and are authorized to work remotely, will be allowed to do so. Exempt employees will be paid in accordance with exempt employee pay requirements. Non-exempt employees who are not able to work remotely, or whose remote work hours are less than 40, will be allowed to use PTO to supplement or cover this time.

#### **Helpful Links:**

##### **CDC COVID-19 Homepage:**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

##### **City of Lubbock Health Department COVID-19:**

<https://ci.lubbock.tx.us/departments/health-department/about-us/covid-19>

##### **Finney County COVID-19:**

<https://www.finneycounty.org/755/Coronavirus-COVI>

##### **AZ Department of Health:**

<https://www.azdhs.gov/preparedness/epidemiology-depidemiology/index.php#novel-coronavirus-home>