



STANDARD OPERATING PROCEDURE

Return to Work Criteria for Employees with Confirmed or Suspected COVID-19

This SOP may be activated by the CEO and is effective immediately at the time of activation. It will remain in effect until deactivated by the CEO.

EFFECTIVE DATE: 03/20/2020

Revised: N/A

DEPARTMENT: Companywide

PURPOSE: The purpose of this SOP is to establish procedures for determining when and under what restrictions employees with confirmed or suspected COVID-19 (by testing, symptoms, or suspected exposure) may return to work or their worksite.

INTENT: The intent of this SOP is to:

- Protect the health and safety of all team members with standardized procedures consistent with CDC recommendations
- Support a healthy and productive workforce and workplace
- Screen and identify individuals that present with potentially contagious symptoms

PROCEDURE:

1. **Application:** Employees covered by this SOP include any employee placed on leave or restricted from their worksite due to suspected or confirmed exposure to or symptoms of COVID-19.
2. **Return to Work and Worksite:** Employees covered by this SOP may return to work only upon satisfaction of one of the following criteria:
 - a) **Test-based criteria.** Exclude from worksite until:
 - Resolution of fever without the use of fever-reducing medications **and**,
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**,
 - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart (total of two negative specimens).
 - b) **Non-test-based criteria.** Exclude from worksite until:
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory

symptoms (e.g., cough, shortness of breath) or 14 days since last suspected exposure if that was the basis for being placed on leave; and,

- At least 7 days have passed *since symptoms first appeared* or 14 days since last suspected exposure if that was the basis for being placed on leave.
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If the employee's restriction from the worksite is due to continued contact with a person confirmed or suspected to have Covid-19 (such as a cohabitating family member), the employee will be considered to have been continually exposed until the contact person meets the test-based or non-test-based criteria in (a) or (b). Please note the restriction period is from date of last contact with confirmed or suspected person.

- c) ***Special clearance by Physician.*** Employees not meeting the criteria in (1) or (2) above must be evaluated by occupational health to determine the appropriateness of an earlier return to work or worksite than recommended above.
- d) ***Alternative Diagnosis.*** If an employee was never tested for COVID-19 but has an alternate diagnosis (e.g., tested positive for influenza), the criteria for return to work or worksite should be based on that diagnosis.

3. *Restrictions After Returning To Work:* Returning employees must:

- Wear a facemask at all times while on duty until all symptoms are completely resolved **or** until 14 days after illness onset, whichever is longer,
- Be restricted from contact with patients until 14 days after illness onset,
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette in CDC's interim infection control guidance (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles),
- Self-monitor for symptoms, and seek re-evaluation from occupational health if respiratory symptoms recur or worsen

If employee returns to work **earlier than recommended above**, they should still adhere to the Return to Work Practices and Work Restrictions recommendations above.