**COVID-19 Business Practices Policy**

COVID changed the way we all live and work. It is everyone’s responsibility to do their best to ensure the safety of all those we work with, to include not only fellow employees, but vendors and subcontractors.

**If you are not Feeling Well:**

People with these symptoms may have COVID-19:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

This list does not include all possible symptoms. **If you are experiencing any of the above symptoms, or others that might relate to a different type of communicable illness, do not report to work.** Instead, you must follow the proper procedure for you to report any other type of absence.

The company’s designated COVID response team will coordinate your individual return to work status based on timing of your symptoms and possible COVID testing.

Eligible employees must use any available paid time off [*sick, personal, vacation, etc.*] to cover these absences. Please refer to our medical leave of absence or FMLA policy (if applicable) if you need more than two weeks off of work.

If you are well enough and your position allows for it, remote or solo work may be an option. It is your responsibility to follow up with your manager or departmental leader to make arrangements and set expectations.

**If you’ve Experienced Known Exposure to COVID:**

You must speak with someone on our COVID response team before reporting to work. There are various factors to consider when determining if it is safe for you to be around other employees. If it’s determined you cannot report to work you must use available paid time off [*sick, personal, vacation, etc.*] to cover these absences. If your position allows for it, remote or solo work may be an option. It is your responsibility to follow up with your manager or departmental leader to make arrangements and set expectations.

**Safety Measures:** [*customize to your organization*]

The company continues to take multiple safety precautions in response to COVID. A well-fitting mask over your mouth and nose is required of anyone in our buildings when a distance of at least 6 feet from other individuals is not possible. We have upgraded our air filtration systems and added regular disinfection to our daily cleaning services. Hand sanitizer and Kleenex remain readily available.

Any employee that violates this policy will be subject to disciplinary action, up to and including termination.

The company appreciates everyone’s cooperation in order for us to remain operational, efficient and healthy. Questions regarding this policy can be directed to either your manager or our COVID response team.