

Date: September 16, 2020

To: TFC Employees

From: Bart Krisle, CEO

Subject: Revision of Message "What to do if an employee is diagnosed with COVID-19"

EMPLOYEES SHOULD NOT COME TO WORK IF THEY ARE EXHIBITING SYMPTOMS (FEVER, SHORTNESS OF BREATH, COUGH OR OTHER FLU-LIKE SYMPTOMS) OF COVID-19.

As the spread of the coronavirus continues to increase and more COVID-19 cases are confirmed, now is a good time to discuss protocols when or if an employee or customer is diagnosed with coronavirus at TFC or a local Co-op.

A. If an employee is at work exhibiting COVID-19 symptoms (fever, shortness of breath, cough or other flu-like symptoms), stay calm:

- Immediately separate the employee from other employees
- Send the employee home to seek medical treatment and self-quarantine until the employee has been cleared to return to work.
- If the employee tests negative for COVID-19, has been fever-free without the use of fever-reducing medications for at least three full days (72 hours) and the employee's other symptoms (*e.g.*, cough, shortness of breath) have improved, they may return to work.
- If employee tested positive, they can return after they have been symptom free for at least seven days, as long as the household remains symptom free.

B. If the employee who was exhibiting COVID-19 symptoms came into close physical contact with other employees during their time in the workplace (*i.e.*, a distance of less than six feet for 10 to 30 minutes):

- Identify and notify employees who were in contact with the symptomatic employee during the 48 hours prior to the onset of symptoms.
- Send the employee home to get tested and self-quarantine and for up to 10 days or until medically cleared to return to work.
- If the employee tests positive for COVID-19, follow the protocol in Scenario C below.

C. If an employee is diagnosed with COVID-19 or a presumptive case of COVID-19:

- In the unlikely event the employee is at work when the employee receives the news, send the employee home immediately and follow the procedures outlined above.

- If the employee is not in the workplace, notify all potentially impacted employees of their potential exposure — meaning all employees who were in close contact with the infected employee (within six feet for 10 to 30 minutes) during the 48 hours prior to onset of symptoms,
- Employers should clean the diagnosed/potentially diagnosed employee’s workspace.
- Employers should not reveal the identity of the infected employee unless the infected employee has provided permission to share his or her name. Like with any illness, the reason for an employee’s absence is confidential and should not be shared with others.
- The employee may return to work after they have been medically released to do so, or after they have been symptom free for at least seven days, as long as the household remains symptom free.

D. If an employee informs an employer that the employee has come in close physical contact (less than 6 feet for 10 to 30 minutes within the 48 hours prior to that person exhibiting symptoms) with an individual diagnosed with COVID-19 or a presumptive case of COVID-19 outside of work:

- Follow the same steps as B. above.
- Send the employee home to seek medical treatment and self-quarantine until the employee has been cleared to return to work.
- If the employee tested negative for COVID-19, and has remained symptom free for at least seven days from the exposure, they may return to work.
- If employee tested positive but was never symptomatic, they can return after seven days as long as employee and household remain symptom free.
- If employee tested negative but someone in their household tested positive, they can return after seven days from first positive test date AND the entire household has been symptom free for at least 3 days (72 hours).

As an employer, we can and should tell other employees there is an employee showing symptoms and is being tested for COVID-19. We will not use that employee’s name, even though their coworkers will figure it out. We will not confirm or deny questions about identity. This notice will allow employees to make decisions in their personal life about how they want to act until the test results are known. We will use a simple statement such as: “A colleague of yours went home today after showing symptoms of COVID-19 and is being tested for the virus.”

We again remind you that the PhysicianNow® telehealth service that is part of your BlueCross BlueShield group health service, and would be worthwhile to consider should you get sick. This is an excellent and affordable option for minor health concerns. The service will be processed the same as a doctor office visit, but at a flat rate of no more than \$40 a call. You can get treatment through this service without going to the doctor office and sitting in the waiting room. You may access this information here, [PhysicianNow telehealth](#), should you need treatment.

We understand you are naturally concerned about the situation, and we stress once again that the health and well-being of our employees, our customers, and our community is our first priority. Should you have questions, feel free to talk with your supervisor. And if you are feeling stressed, anxious, or overwhelmed during this crisis, please remember the chaplain service is available for your spiritual needs and well-being.

As a reminder all employee communications and attachments are available at www.ourcoop.com/wecare.

Stay safe and continue to be responsible at work, at home, and in our communities.

According to the CDC information, a potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 in the period of time 48 hours before the person became symptomatic.

If you fit those guidelines for exposure, but remain asymptomatic, you should adhere to the following practices prior to and during your work shift.

- **Pre-Screen:** Co-op will prescreen these employees by measuring their temperature and assess symptoms prior to allowing them to start work. Ideally, temperature checks should happen before the individual enters the workplace.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the guidance of TFC Human Resources Department.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after the last exposure. If you are using a homemade mask, the apparatus must be approved by your supervisor, or if available, a mask will be provided for you.
- **Social Distance:** The employee should maintain the 6-foot distance and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean Workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, and share electronic equipment routinely.