

# **COVID-19 Prevention Plan**

## **MISSION STATEMENT**

**Bellarmino College Preparatory** takes the health and safety of our employees very seriously.

As of November 30, 2020, the COVID-19 Emergency Temporary Standards (hereinafter, “emergency regulations”) were approved and authorized for enforcement by Cal/OSHA. The emergency regulations require that the Company create and implement a comprehensive, written COVID-19 Prevention Plan (the “Plan”). The Company has created this Plan to comply with the emergency regulations and to reduce the risk of COVID-19 exposure and infections in the workplace.

All managers and supervisors must be familiar with the Plan and be ready to answer questions from employees. All employees will be required to read and become familiar with the Plan, and above all else, employees must take the potential threat of COVID-19 seriously and abide by the Plan’s requirements at all times.

If you have any questions regarding this Plan or workplace safety in general, please do not hesitate to reach out to your supervisor, Human Resources, or our COVID-19 coordinator.

## **OVERALL RESPONSIBILITY FOR IMPLEMENTING THIS PLAN**

[Mark Moreno], the COVID-19 coordinator, is invested with full authority and responsibility for implementing this program. This person will also be responsible for identifying and communicating with the local health department, in the event a COVID-19 outbreak occurs among employees.

### **RESPONSIBILITIES OF SUPERVISORS**

All managers and supervisors must be familiar with the Plan and be ready to answer questions from employees. Managers and supervisors must set the example by following the Plan at all times.

### **RESPONSIBILITIES OF ALL EMPLOYEES**

In order to minimize the risk of COVID-19 in our workplace, everyone must play his or her part. The Company has instituted various housekeeping, social distancing, and other best practices as recommended by Cal/OSHA, the CDC, and other agencies to protect against COVID-19. All employees are expected to follow these protocols and be knowledgeable of this Plan.

In addition, employees are expected to report to their manager or supervisor if they are experiencing signs or symptoms of COVID-19, which includes the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (defined as 100.4 degrees Fahrenheit or higher)
- Chills
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting, or diarrhea
- New loss of taste or smell

NOTE: The above symptoms are not considered to be COVID-19 symptoms if a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

If you develop a fever and/or any of the above symptoms, such as cough or shortness of breath, DO NOT GO TO WORK. Call your supervisor and healthcare provider right away.

#### **DEFINITIONS OF TERMS USED IN THIS PLAN**

**“COVID-19”** means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

**“COVID-19 Case”** is defined as someone who: (1) Has a positive “COVID-19 test” as defined below; (2) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer considered a “COVID-19 case” when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or Title 17, California Code of Regulations to CDPH or the local health department.

**“COVID-19 exposure”** means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-

risk exposure period” defined by this section. (Note: this definition applies **regardless** of the use of face coverings.)

**“COVID-19 hazard”** means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. **Potentially infectious materials** include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

**“COVID-19 symptoms”** means fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

**“COVID-19 test”** means a viral test for SARS-CoV-2 that is: (A) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (B) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

**“Exposed workplace”** means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

(A) Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

**“Face covering”** means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

**“High-risk exposure period”** means the following time period: (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

## **System for Communicating**

The Company provides effective, two-way communication with our employees regarding COVID-19 prevention, in a form they can readily understand. We accomplish this pursuant to the following:

- Encouraging employees to report to their HR manager, supervisor or manager any COVID-19 symptoms they are experiencing, without fear of reprisal.
- Encouraging employees to report possible COVID-19 exposures, and any potential COVID-19 hazards they see at the workplace, again without fear of reprisal.
- Explaining the company’s procedures and policies for accommodating employees with medical or other conditions that put them at an increased risk of severe COVID-

19 illness.

- If you believe you are at an increased risk of developing severe COVID-19 illness, please contact your supervisor or Human Resources so that the company can consider possible and appropriate accommodations.
- Informing employees about potential COVID-19 hazards in the workplace, how the Company addresses those hazards, including cleaning and disinfecting protocols, and the Company's COVID-19 policies and procedures. (This includes informing not just our employees, but other employers and individuals within or in contact with our workplace.)
- Providing information as to how employees can get tested for COVID-19, voluntarily (not paid for by the Company).
- If testing is required due to a COVID-19 exposure in the workplace, or due to an outbreak, the Company will pay for and provide instructions on how to get tested. We will also inform you of the reason for the testing and the possible consequences of a positive test.
  - **[Be sure to have a plan in place for how testing will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.]**

## Identification and Evaluation of COVID-19 Hazards

The Company effectively identifies and evaluates potential COVID-19 Hazards in the workplace. We accomplish this by performing the following:

- Conducting workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
  - Evaluations will be performed every **week** or as otherwise determined to be needed by the COVID-19 coordinator.
- Evaluating an employee's potential exposure to COVID-19 considering all persons in the workplace, including visitors. This includes areas that are more likely to result in a congregation of persons or high traffic areas, such as common spaces or shared utility rooms.
  - Remember, ALL persons **regardless of symptoms or negative test results**, shall be considered as potentially infectious.
- Reviewing applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention. This includes industry-specific guidance found on Cal/OSHA's website.
- Evaluating existing COVID-19 prevention controls in the workplace and assess the

need for different or additional controls. (See section “Workplace Preventative Measures,” below.)

- Conducting periodic inspections using the **Appendix B: COVID-19 Inspection form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
  - The COVID-19 Coordinator will be responsible for either conducting the inspections, or for designating a properly trained representative to conduct the inspections.
  - Inspections shall be performed every **week** or as deemed necessary by the COVID-19 Coordinator.
- Inspections and evaluations are only effective if the person conducting them are fully committed to employee safety. The company therefore expects that the person conducting the inspection will record all observed violations (such as lack of hand sanitizing stations, persons not wearing a mask, etc.) and identify specific persons or items that are deficient or not abiding by COVID-19 safety protocols.
- For indoor locations, the Company will evaluate how to maximize the quantity of outside air supply and whether it is possible to increase filtration efficiency to the highest level compatible with the HVAC system.

### **Employee participation**

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Any employee and/or their authorized representative may participate by contacting our COVID-19 Coordinator.

### **Employee screening**

We screen our employees by: **using an internal application that screen employees when they come to work per Santa Clara County and CDPH guidelines. Ensure that face coverings are used during screening by both screeners and employees.**

## **WORKPLACE PREVENTATIVE MEASURES**

The Company had instituted the following preventative measures:

- All employees will be asked questions regarding any COVID-19 symptoms prior to being allowed to enter the workplace.
- Any employee/visitor showing symptoms of COVID-19 will be asked to leave the workplace and return home.
- All meetings will be conducted by telephone or video conference, if possible.
- If in-person meetings are required, six feet separation will be maintained.
- Employees are encouraged to minimize or eliminate ride-sharing.

- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten people.
- Employee break rooms are closed.
- Bathrooms will be designated for single-use.
- Employees should limit sharing of equipment with each other, unless absolutely necessary. This includes pens, paper, laptops, cell phones, utensils, cups, etc.
- Employees are encouraged to bring their own water bottles instead of using a common water source.
- Employees are required, to wear a face cloth covering to further mitigate against the spread of COVID-19, in particular when social distancing is not possible.
- Routine cleaning and disinfecting of shared workplace equipment and furniture will be performed at least daily.
- A supervisor will be assigned to inspect and to evaluate the workplace, to ensure the above protocols are being adhered to, and proper hygiene and cleaning products are readily available.

## **Investigating and Responding to COVID-19 Cases**

The Company is required to have an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

When the Company becomes aware of a COVID-19 case, the Company will investigate the case by using the **Appendix C: Investigating COVID-19 Cases** form. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.

The Company will also conduct an evaluation to determine who had a potential COVID-19 exposure. This requires an evaluation tracing the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

Employees who had a potential COVID-19 exposure in the workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- Provided the information on benefits described in the Training and Instruction section, and section regarding Exclusion of COVID-19 Cases.

The Company will give **notice of the potential COVID-19 exposure**, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

- a. All employees who may have had COVID-19 exposure and their authorized

representatives.

- b. Independent contractors and other employers present at the workplace during the high-risk exposure period.

The Company will also investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

- Any hazards and corrections will be noted on Appendix A [Identification of COVID-19 Hazards] and Appendix B [COVID-19 Inspections]

\*NOTE: All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees.

EXCEPTION: Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division (i.e., "Cal/OSHA"), the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

The employer shall also ensure that all employee medical records required by this Plan are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

EXCEPTION 1: Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.

EXCEPTION 2: This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Additional Procedures to Take Upon Learning of a COVID-19 case:**

- Upon learning of a COVID-19 case in the workplace, the Company must take measures to prevent and reduce the risk of transmission of COVID-19. COVID-19 cases will be sent home to self-isolate pursuant to CDC guidelines, and instructed to contact their medical provider for further instructions. (See also section on "Exclusion of COVID-19 cases.")
- Cleaning and disinfecting of any work areas or equipment used by the COVID-19 case will immediately be performed by employees trained and equipped with any necessary PPE.
- Access to the work station or desk used by the COVID-19 case will be restricted until cleaning and disinfecting is complete.

## Correction of COVID-19 Hazards

The Company is committed to correcting any unsafe or unhealthy work conditions, practices or procedures that may contribute to COVID-19 hazards. This includes:

- implementing controls and/or policies and procedures in response to the workplace exposure evaluation/[Appendix A] **Identification of COVID-19 Hazards** form.
- Implementing controls such as physical distancing, face coverings, and other applicable engineering or administrative controls.

Hazards will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows [**the below are samples – modify as appropriate for your workplace**]:

- (1) Where engineering controls are missing and/or in need of repair, correction shall be prioritized and accomplished, if at all possible, within **[24]** hours.
  - a. The individual assigned to the corrective action will be noted on the inspection form and held responsible for timely correction.
- (2) For instances where administrative controls have been observed as lacking or insufficient (such as lack of soap or sanitizer), supplies will be reestablished immediately, but in no case by end of the work day.
- (3) When social distancing is not being observed, or face masks are not being worn as required, the employees in violation will immediately be notified and corrected on the spot.

The inspection forms will be provided to the COVID-19 Coordinator who will be responsible for ensuring the hazards are timely corrected per the above.

- All inspection forms, including documentation of any hazard corrections, will be maintained for at least one (1) year.

## Training and Instruction

The Company provides training and instruction to employees on the following topics:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks, vocalizes, sneezes, coughs, or exhales;
  - Although less common, COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth;
  - An infectious person may have no symptoms.



- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment, but are intended to primarily protect other individuals from the person wearing the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Additional training topics will include:

- How to prevent COVID-19 from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- Proper use of face coverings, including:
  - Face coverings that do not protect the wearer and are not personal protective equipment (PPE).
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Employees should wash or sanitize hands before and after using or adjusting face coverings.
  - Avoid touching the eyes, nose, and mouth.

## **Control of COVID-19 Hazards**

## **Physical Distancing**

All employees must maintain at least six feet of separation from each other. Exceptions to this requirement are when (1) six feet of separation is not possible, and (2) during momentary exposure when persons are in movement.

When six feet of distancing is not possible, individuals shall be as far apart as possible.

Methods to achieve at least six feet of separation include:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

## **Face Coverings**

The Company will provide clean, undamaged face coverings for all employees upon request. Face coverings must be worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

- NOTE: A face shield is not a replacement for a face covering, but may be worn together for additional protection.

The following are exceptions to the requirement of wearing face coverings:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
  - Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

NOTE: the above testing procedure is **NOT** an alternative to avoid wearing face coverings as required by this section. In other words, if no exception to wearing a face covering applies, then the employee must wear a face covering.

The Company will not prevent or discourage the wearing of face coverings when not required, unless the wearing would create a safety hazard such as interfering with the operation of equipment.

The Company will also make sure that non-employees/visitors understand the face covering requirement. We ensure this by posting pictures and warning signs at all entrances to our office that contains the face covering requirement.

- In the event that any person is in the workplace and not wearing a face covering as required per above, the person will first be asked to immediately wear a covering.
- If the person does not have a face covering, promptly inform HR or the COVID-19 coordinator and/or provide a mask if available.
- If the individual still refuses to wear a provided face covering, they will be politely asked to leave the premises unless prohibited by law.
  - Any questions or potential escalation with the individual should immediately be brought to the attention of your supervisor and HR Coordinator, who will take appropriate action.

### **Engineering controls**

The Company implements the following measures for situations where we cannot maintain at least six feet between individuals: **installing solid partitions between the teacher and the students.**

The Company also maximizes, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by: **installing Merv-13 filters in the HVAC system in all buildings and placing portable air filters in all classrooms.**

Exceptions to maximizing the quantity of outside include when the EPA Air Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees.

### **Cleaning and disinfecting**

The Company implements the following cleaning and disinfection measures for frequently touched surfaces: **frequently touched surfaces are cleaned regularly throughout the day.**

- Ensuring adequate supplies and adequate time for cleaning and disinfecting to be performed properly.
- Informing the employees and authorized employee representatives of the frequency

and scope of cleaning and disinfection.

#### **Disinfecting after a COVID-19 case in the workplace.**

**The custodial staff will clean frequently touched surfaces throughout the day and the end of the day with an electrostatic mister with CDC approved disinfectant.**

#### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by **[when desks are shared between students, the students will spray down their desks prior to using the desk daily with CDC approved disinfectant.**

#### **Hand Washing Facilities**

The Company provides for effective hand washing by performing the following:

- Evaluating handwashing facilities to ensure they are adequately stocked with soap, paper towels, and plumbed water;
- Determining whether additional facilities are needed.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

#### **Personal protective equipment (PPE) used to control employee exposure to COVID-19**

The Company will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

If physical distancing requirements are not feasible or being maintained, the Company will evaluate the need for respiratory equipment in accordance with CCR Title 8 section 5144.

The Company will provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]

### **Reporting, Recordkeeping, and Access**

The Company will adhere to the following:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Ensure this written COVID-19 Prevention Plan is available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.
- The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## **Exclusion of COVID-19 Cases**

In order to limit COVID-19 transmission in the workplace, the Company will perform the following:

- Ensure that COVID-19 cases are excluded from the workplace until the return-to-work requirements (see next section) are met.
- Exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case (or for any different period of time required by applicable law or regulation).

For employees excluded from work per the above, and otherwise able and available to work, the Company shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

The Company may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

**EXCEPTION 1:** The above requirement does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.

EXCEPTION 2: The above requirement does not apply where the employer demonstrates that the COVID-19 exposure is not work related.

- At the time of exclusion from the workplace, the employee will be provided with information on available benefits.

### **Return-to-Work Criteria**

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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