



Procedure When an Employee is Ill

When an employee notifies the Company that they are experiencing an illness, the employee's manager, Human Resources, and Safety will work together to ensure proper procedures are followed.

If an employee is sick, the employee must contact a medical practitioner and discuss their symptoms in order to get medical advice on whether or not the medical professional believes that the employee's illness is COVID-19.

If the doctor does not believe that the employee has COVID-19, the employee may return to work after 24 hours of being symptom-free. No additional steps need to be taken.

If the doctor believes that the employee may have COVID-19 (presumed positive) **OR** if the employee has tested positive for COVID-19 (confirmed positive), the following guidelines should be followed:

Notifications and Communication

1. The Manager should complete the COVID-19 Intake Form. This form will provide important information to help guide the rest of the process listed below.
2. The Manager must work with Human Resources and their Regional Manager to notify employees, clients, or vendors that had either casual or close contact with the employee with COVID-19.
 - It is important that the Company does not release the employee's name who has COVID-19.
 - All communications should take place via phone call and followed-up in writing.
3. Human Resources will verbally advise employees who had close or casual contact with the employee who was diagnosed with COVID-19.
 - Notification Team will remove the employee from operations.
 - Human Resources will recommend that per CDC guidelines the impacted employees begin to self-quarantine.
4. Human Resources will send a follow up email to impacted employees.
 - Human Resources will maintain communication 'wellness checks' with employees in coming weeks.
5. The Manager or 'client owner' will verbally notify an impacted client or vendor.
 - It is important that the company does not release the employee's name who has COVID-19.
 - On a case-by-case basis, if afflicted employee was performing work as part of a small team or in close quarters, they may be asked if their name can be shared with the immediate team in a effort to assist in assessing accurate contact levels.
6. The Manager or 'client owner' will send a follow up email to impacted client or vendor (when applicable).

Closure and Cleaning

1. The Business Manager or Logistics Manager must refer to MER's SOP's and JHA for safe cleaning protocols and practices. Work with Safety to close a jobsite, office, or other area while a cleaning of equipment and the location is accomplished.
2. The Business Manger and the Regional Manager will be responsible for communicating the closing and reopening of a jobsite or office.

Follow Up

1. Human Resources will ensure that the employee and any impacted employees are tracked through the Employee Tracking program.
2. Office employees who have either been presumed positive or confirmed positive for COVID-19 can return to work after meeting all three (3) criteria listed below:
 - No fever for at least 24 hours (1 full day) without any use of medicine that reduces fever
 - At least ten (10) days has passed since your symptoms first appeared
 - Other symptoms have improved (ex: cough, shortness of breath)
 - i. Loss of taste and smell may persist for weeks or months after recovery and need not delay the return to work
3. Field employees who have been confirmed positive for COVID-19 can return to work after meeting all four (4) criteria listed below:
 - No fever for at least 24 hours (1 full day) without any use of medicine that reduces fever
 - At least ten (10) days has passed since your symptoms first appeared
 - Other symptoms have improved (ex: cough, shortness of breath)
 - i. Loss of taste and smell may persist for weeks or months after recovery and need not delay the return to work
 - Pass a Fit for Duty exam by MER's occupational medical network
 - i. Field employees can return to work in a restricted capacity in advance of completing this exam; work with the Health and Safety Team to establish a reacclimation schedule until receiving a full duty clearance.

What Managers should be doing now

Each office should determine and put into place how a cleaning of equipment, office, or jobsite would occur. Please refer to MER's SOP's and JHA's for safe decontamination protocols.