

1. Recommend to clearly define naming conventions:
  - a. Please refer to the FAQ [here](#) for Essential, Non-Essential, Hybrid & Backup Employees with respect to working remotely.
  - b. **Self-Isolation** – To be consistent with public health definitions and AGC guidance on employees who test positive for COVID-19, ***Isolation*** is used for employees who have tested positive for COVID-19, are currently ill and able to spread the disease, and who need to stay away from others to avoid infecting them. [CDC Definition: “***Isolation***” separates sick people with a contagious disease from people who are not sick.]
  - c. **Quarantined** – To be consistent with public health definitions and AGC Biologics guidance on employees who test positive for COVID-19, ***Quarantine*** is used for employees who are not currently showing symptoms but are at increased risk for having been exposed to the coronavirus and could become sick and spread the disease to others. [CDC Definition: “***Quarantine***” separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.]
2. How many layers removed from a potential COVID-19 case do we require quarantine/isolation? The situation obviously resolves itself with a negative diagnosis but we need to align on the period between testing and diagnosis as well as once a positive diagnosis is received.
  - a. **1st Level Risk** - Individual diagnosed (isolation) or awaiting diagnosis is an obvious ***YES, you self-isolate.***
  - b. **2nd Level Risk** - Spouse or other household member diagnosed or awaiting diagnosis is an obvious ***YES, you self-isolate.***
  - c. **3rd Level Risk** - What about those AGC employees in direct contact with the AGC employee who has someone in their household? – ***Quarantine not required***
  - d. **4th Level Risk** - What about those in direct contact with the 3rd level group? – ***Quarantine not required***
3. Are there any post travel restrictions?
  - a. ***Yes, any international travel or travel within EU is 14 days of quarantine post travel.*** The only exception to this are our local employees commuting from Sweden who have a letter from AGC showing that they are permitted to cross the border for essential onsite support.
4. How long should an AGC employee be symptom free and well before returning to work?
  - a. If you have had any illness/symptoms preventing you from working onsite, you must be ***symptom free and well for 48 hours prior to returning.***
5. What about a family member in my home that has been ill. How long should I wait before returning to work once they are symptom free and well?
  - a. Due to the many various scenarios involved, this needs to be addressed on a ***case by case basis*** with EHS and your manager to determine the best course of action.

6. What is the progression for covering hourly pay for individuals who must be onsite to perform their jobs but cannot (examples – Self-Isolation quarantine, caring for child, high risk individual or high risk household member)
  - a. Please understand that for everyone around the world this is currently a moving target with the changing landscape and evolving government initiatives but as of today these are the most relevant answers for CPH.
    - i. 1<sup>st</sup> step is to spend accrued overtime
    - ii. 2<sup>nd</sup> step is to use your AGC days
    - iii. 3<sup>rd</sup> step is to use vacation accrued in calendar year 2019 (until the end of vacation year in APR 2020).
    - iv. 4<sup>th</sup> step is to escalate and make arrangements with your manager, local HR, LT member and GM to discuss options.
  - b. There are also various scenarios around scheduling that governments are exploring should the situation worsen or become prolonged. We will continue to monitor those as well as our specific situation here.