

## COVID-19: RETURN TO WORK POLICY and PROTOCOL<sup>1</sup>

[Company Name] wants to make our environment as safe as possible as we return to work. Everyone is required to follow this policy and these protocols, just as employees are required to follow any work rules.

1. In order to return to work at the [office][plant][facility][distribution center], an employee may not be exhibiting any of the following symptoms<sup>2</sup>:

- a. Fever (of 100.4 or higher) or chills
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Fatigue
- e. Muscle or body aches
- f. Headache
- g. New loss of taste or smell
- h. Sore throat
- i. Congestion or runny nose
- j. Nausea or vomiting
- k. Diarrhea
- l. Chills or repeated shaking with chills

2. Personal Protective Equipment

- a. Employees must wear masks<sup>3</sup> that cover the nose, mouth and chin. Employees must always wear masks when interacting with customers. Employees should still socially distance even when wearing a mask: a mask is not a substitute for social distancing measures.

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<sup>1</sup> This policy provides information for when employees actually return to the workplace after stay-at-home orders. The Company may wish to consider bringing employees back in phases, depending on various situations including those with no childcare and employees who may be particularly vulnerable.

<sup>2</sup> These policy/protocol statements are based on epidemiological advice and guidance from the Centers for Disease Control available as of June 8, 2020.

<sup>3</sup> Masks, under these circumstances, are not specifically required by any law, although OSHA does require that employees be provided with respirators for workplace hazards that can cause injury. The CDCs recommend wearing masks in public and when social distancing is not possible. Masks of the type worn in return to work during COVID-19, however, are not thought to protect the wearer (and, therefore, are not Personal Protective Equipment in OSHA's view); rather, they protect everyone else from the wearer's germs. Employers would be required to pay for masks if they qualified as PPE, but, under these circumstances, since the mask isn't protecting the employee and OSHA does not have a standard requiring PPE in these circumstances, the employer is not required to pay for these. It is, however, an employer requirement (under this policy) to cut down on the spread of germs. There is no law that