

COVID-19: WORK-RELATED FREQUENTLY ASKED QUESTIONS

We've attempted to address any work-related COVID-19 questions you may have, below. Additionally, please note two important points.

- Please take some time to log on to the Center for Disease Control (CDC) s web site (www.cdc.gov) regularly. There, you'll find the most up to date and factual information concerning COVID-19. Educate yourself.
- The questions listed below are work-related. Any questions you may have concerning your health or the health of your family should be directed to a health care provider.

WHAT IF I AM EXHIBITING SYMPTOMS OF COVID-19?

If you're exhibiting symptoms which **may** include a fever, shortness of breath and a cough, please consult the CDC website concerning the likelihood the symptoms may be COVID-19 and contact a health care provider...many of which have "telemedicine" options. Abide by the advice given: if you're told to stay home, do so. However, if the advice given allows for your safe return to work, please do so. Remember: Parksite/APC is open for business. Whatever the outcome, please communicate with your supervisor and HR.

WHAT IF I'VE RECENTLY TRAVELED OVERSEAS, PARTICULARLY TO A "HOT" AREA SUCH AS ITALY OR CHINA?

If you're not currently experiencing symptoms, consult with the CDC web site. If you feel symptoms, consult with a health care provider and abide by their recommendations. Communicate what's happened/happening to your supervisor and HR.

I'M NOT SYMPTOMATIC BUT I'M JUST NOT COMFORTABLE WORKING IN THE OFFICE. AM I ALLOWED TO TELECOMMUTE?

Parksite/APC is operating under the guidelines of the CDC and is open for business. Per the CDC, if we maintain "social distancing," perform good personal hygiene and regularly clean commonly used surfaces with effective cleaning materials, the risk of exposure is minimal. If those guidelines change, we will act accordingly. Until then, unless you have specific personal circumstances which preclude you from working, such as a lack of day care for children under the age of 13, you are expected to be at work during normal business hours, as usual.

IM NOT SYMPTOMATIC, BUT MY CHILD'S SCHOOL IS CLOSED AND I HAVE NO ALTERNATE DAY CARE. WHAT DO I DO?

You may be eligible to work from home. Please see our work from home process document concerning the process associates should follow if/when those circumstances occur.

I HAVE A CONFIRMED CASE OF COVID-19. WHAT DO I DO?

STAY HOME! Advise your supervisor and HR.

Obviously, you've already consulted with a health care provider. Follow those instructions and do not return to work until medically authorized to do so. We'll require documentation to that effect from your health care provider.

A FAMILY MEMBER – WHO LIVES WITH ME OR WITH WHOM I AM IN REGULAR CONTACT – HAS A CONFIRMED CASE OF COVID-19. WHAT DO I DO?

Although there is a real possibility you are not affected, work from home if you are eligible – advise your supervisor and HR – and contact a health care provider ASAP. Follow the recommendations set forth by your health care provider. See our work from home process document.

I THINK I'M AT AN ELEVATED RISK OF EXPOSURE, DUE TO MY AGE, MY COMPROMISED IMMUNE SYSTEM, ETC. WHAT DO I DO?

If you're not exhibiting any symptoms, continue coming to work as usual, but consult with a health care provider and follow instructions provided to you. If those instructions involve working from home, please see our work from home process document. Be advised we'll require documentation of your circumstances and health care provider's recommendation.

I'M ILL, BUT IT'S NOT RELATED TO COVID-19. IS THERE ANYTHING DIFFERENT I SHOULD DO?

Follow the same process we have in place. However, if your health care provider makes any mention of COVID-19 in creating a treatment plan for you, please advise your supervisor and HR.

IM SCHEDULED TO TRAVEL (FOR BUSINESS AND/OR PLEASURE) OVER THE NEXT FEW WEEKS. SHOULD I CANCEL THE TRAVEL PLANS?

At this time, we are not limiting domestic travel. However, be thoughtful in your travel plans. If the trip isn't necessary, don't go; if it is then travel and follow good hand hygiene practices. If you are sick, do not travel. If you are scheduled to travel but feel uncomfortable doing so, inform your supervisor and do not travel. No Associate who is uncomfortable travelling due to COVID-19 concerns will be required to do so.

We aren't going to mandate what you do on your personal time, but suggest you consult the CDC website concerning travel.