



COVID-19 Infectious Disease Control Policy

Effective Date: 06/01/20

Coronavirus disease 2019 (COVID-19) is a respiratory illness with symptoms that include, fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting or diarrhea. The purpose of this policy is to ensure the health and safety of our associates, visitors, clients, and vendors.

WORKERS.COM will not discriminate against any job applicant or employee based merely on the fact the individual has COVID-19. However, WORKERS.COM reserves the right to exclude a person with COVID-19 from workplace facilities, programs and functions if the company finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the workplace. All decisions will be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has the disease, and a careful weighing of the identified risks.

In light of the current situation, WORKERS.COM has adopted the following practices to minimize potential exposure of employees to COVID-19 in our workplace. Employees are urged to:

- Regularly review and follow CDC as well as local, state and federal COVID-19 guidance.
- To stay home if sick, or if they have symptoms of COVID-19.
- Conduct virtual meetings instead of in-person meetings.
- Practice social distancing (staying at least 6 feet away from others).
- Avoid unnecessary travel and cancel or postpone nonessential meetings and trainings.
- Avoid gathering in breakrooms, work rooms, and other areas where groups congregate.
- Wash hands often with soap and warm water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching their eyes, nose, and mouth with unwashed hands.
- Keep workspaces clean using company-provided cleaning supplies.
- Cover coughs and sneezes with a tissue or the inside of the elbow.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces.
- Avoid using others' phones, desks, offices, or other work tools and equipment, when possible.
- Wear appropriate personal protective equipment (mask, gloves, etc.).
- Where possible, avoid public transportation and recreational activities where you might come into contact with contagious individuals.

Stay Home if Sick:

This is mandatory. Employees should notify their supervisor if they are experiencing any symptom related to COVID-19, including fever, cough and/or acute respiratory symptoms (see the full list above) and they should stay home. Employees should wait until they have been cleared by a healthcare provider, or received a negative COVID-19 test result, before returning to work. If an employee shows symptoms of acute respiratory illness at work, they will be sent home immediately.

Report Potential Exposure:

Employees should notify their WORKERS.COM representative if they have been in contact with someone who has been confirmed to have (or is believed to have) COVID-19, even if the employee is personally asymptomatic. If an employee has recently traveled to a location that the Centers for Disease Control and Prevention (CDC) has identified as having an active outbreak or as a high-risk area, the employee should notify their supervisor or the WORKERS.COM representative as well. These employees may be asked to isolate/work from home for 14 days, or until they have been cleared by a healthcare provider, or received a negative COVID-19 test result, depending on the circumstances.

Provide Notice of Absences:

Employees who will be absent from work should generally follow WORKERS.COM's regular procedures for notifying the company of the need for time off.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employees and/or their healthcare provider, subject to applicable laws. In general, WORKERS.COM may request medical information to confirm an employee's need to be absent and to know that it is appropriate for the employee to return to work. WORKERS.COM will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Medical information will be stored separately in confidential medical files.

Working from Home:

At this time, employees should be following all guidance from public health officials, state and local governments and the company regarding work from home policies and requirements. If an employee has a heightened health concern and wants to work from home and has the ability to perform their job away from WORKERS.COM premises, they should contact their supervisor. They do not need to disclose the diagnosis of their health information, but general documentation for a healthcare provider may be required. Requests will be handled on a case-by-case basis. Below are some examples of heightened health situations that might cause concern, among others.

The employee:

- Is immunocompromised or lives with someone who is immunocompromised.
- Lives with an older family member who has a higher risk for the infection of COVID-19.
- Is pregnant.
- Has children home from school due to school closure and does not have childcare coverage.
- Is experiencing significant mental health symptoms.

Supervisors may modify job responsibilities, if possible, to enable associates to work from home. Associates are expected, if able, to work from home during the 14-day isolation period, if applicable.

Retaliation Prohibited:

WORKERS.COM will not take adverse action against an employee for exercising their rights under applicable laws.

If you have questions about this policy, contact your supervisor or WORKERS.COM representative.