

Step	Responsible
<p>1. If a teammate or someone in their immediate household has tested positive for COVID-19, the employee should not report to work OR will be sent home. They will quarantine for 14 days as recommended by the Centers for Disease Control and Prevention (CDC). The teammate may work remote if able. If not able to work remote, the teammate will receive full compensation.</p>	<p>Teammate report information to Missy</p> <p>Tami to work with teammate on FFCRA leave process</p>
<p>2. The teammate and the Bank do not need to notify the Department of Health, CDC, or any other government agency about the positive test result of COVID-19. The healthcare provider who handles the positive test is responsible for reporting to these agencies. The Bank is not obligated to notify OSHA.</p>	<p>N/A</p>
<p>3. The Bank will ask the teammate that tested positive to list teammates they came into close contact with two weeks leading up to the positive test. The Bank will communicate with the manager of affected teammates.</p>	<p>Missy to gather the list when the teammate notifies of test result</p>
<p>4. The manager will communicate the information below to the affected teammates. If the manager knows who the teammate is that tested positive, they <u>cannot</u> communicate the teammate’s name.</p> <p>Instead, the manager will share that “A teammate they have come in contact with recently has tested positive”.</p> <p>Any teammate who came in close contact with the teammate that tested positive will be sent home for a 14 day quarantine, with ability to work remote, if able. If not able to work remote, the teammate will receive full compensation.</p>	<p>Missy to contact managers</p>
<p>5. A complete clean and decontamination of the affected area will begin immediately with an outside partner.</p>	<p>Kae</p>
<p>6. The Bank will proactively communicate to ALL teammates regarding potential exposure in the workplace. The Bank will convey all of the measures and steps they are taking to keep teammates healthy and safe.</p>	<p>Jenn</p>

<p>7. Discussion on closing branch/location if necessary.</p>	<p>Jenn/Jeff</p>
<p>8. Teammates who have tested positive for COVID-19, according to the CDC, can discontinue quarantine after the following:</p> <ul style="list-style-type: none"> • They have no fever for at least 72 hours (that is 3 full days of no fever without the use of medicine that reduces fevers): AND • Other symptoms have improved (for example, when cough or shortness of breath have improved): AND • At least 7 days have passed since symptoms first appeared. 	<p>Communication between Department of Health and Teammate</p>
<p>9. When a teammate who tested positive for the COVID-19 virus has successfully completed a period of quarantine, which could be up to 14 days, and is safe to return to the workplace.</p> <ul style="list-style-type: none"> • The teammate who had tested positive receives a letter of notification from the Department of Health, that they have successfully completed a period of isolation and are no longer considered able to transmit the novel coronavirus, also known as COVID-19. The letter notes that travel and movement restrictions are removed and the individual can return to work, school, or other activities. • Prior to returning to work, the teammate provides the letter from the Department of Health to Employee Experience, who works with the teammate and their manager on a return-to-work plan. 	<p>Teammate Communicates with Manager and Employee Experience</p>
<p>10. External communication if needed (media)</p>	<p>Chris/Jenn/Marketing</p>