Friday, March 13, 2020

**Re: Coming to Work if you have been exposed to or think you may have COVID-19**

Dear employee(s):

**What to do if you have confirmed or suspected COVID-19**

* Do not go to work, school or public areas.
* Restrict activities outside your home, except for getting medical care.
* Separate yourself from other people and animals in your home.
* Monitor your symptoms and call before visiting your doctor. If you have an appointment, be sure you tell them you have or may have COVID-19.
* If you are having a medical emergency, call 9-1-1. Notify dispatch that you have or may have COVID-19
* Remain in home isolation for 7 days OR until 72 hours after your fever has resolved (and symptoms get better) whichever is longer.

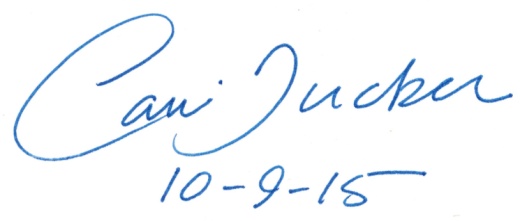
**If you may have had close contact with a person with COVID-19 but are not sick**

* + Monitor your health for fever, cough and shortness of breath for 14 days after your last contact with the ill person.
  + Do not go to school or work. Avoid public places for 14 days.

**What to do if you have COVID-19 symptoms but haven't been around anyone who has been diagnosed with COVID-19**

* The most common symptoms of COVID-19 are fever, cough, and shortness of breath. These can be symptoms of other respiratory illnesses as well as COVID-19.
* If you are in a high-risk category, and have symptoms of COVID-19, call your healthcare provider for advice. If you are at risk for serious illness, your healthcare provider may arrange a test for COVID-19.
* If you do not have a high-risk condition and your symptoms are mild, you do not need to be tested for COVID-19. Do not go out when you are sick, practice excellent hygiene, and wear a facemask when you are around other people if you can.
* Cover coughs and sneezes. Avoid sharing personal household items. Clean your hands often. Clean all "high-touch" surfaces like doorknobs often.
* Monitor your symptoms and call your health care provider if symptoms worsen.
* Stay home and avoid others for 72 hours after your fever goes down and symptoms get better.

Sincerely,



Carri Coleman Tucker

Sr. EHS Specialist

O’Brien Safety Services