



CORONAVIRUS EXPOSURE PLAN

An employee of ours has tested positive for COVID-19. What would we do?

Sheltair will send home all employees who worked closely with that employee for a 14-day period of time to ensure the infection does not spread. Before the employee departs, ask them to identify all individuals who worked in close proximity (three to six feet) with them in the previous 14 days to ensure you have a full list of those who should be sent home. We would not identify by name the infected employee or you could risk a violation of confidentiality laws. We would also contract a cleaning company to undertake a deep cleaning of our affected workspaces. In the event that we have the issue in a shared office building or area, we would inform building management so they can take whatever precautions they deem necessary.

One of our employees has a suspected but unconfirmed case of COVID-19. What would we do?

Take the same precautions as noted above. Treat the situation as if the suspected case is a confirmed case for purposes of sending home potentially infected employees. Communicate with our affected workers to let them know that the employee has not tested positive for the virus but has been exhibiting symptoms that lead you to believe a positive diagnosis is possible.

How we distinguish between a “suspected but unconfirmed” case of COVID-19 and a typical illness?

We would let logic guide your thinking. The kinds of indicators that will lead us to conclude an illness could be a suspected but unconfirmed case of COVID-19 include whether that employee traveled to a restricted area that is under [a Level 2, 3, or 4 Travel Advisory](#) according to the U.S. State Department, whether that employee was exposed to someone who traveled to one of those areas, or similar facts. We would err on the side of caution but not panic.

What if one of our employees self-reported that they came into contact with someone who had a presumptive positive case of COVID-19. What would we do?

Take the same precautions as noted above. Treat the situation as if the suspected case is a confirmed case for purposes of sending home potentially infected employees. Communicate with our affected workers to let them know that the employee is asymptomatic for the virus but you are acting out of an abundance of caution.

What if one of our employees has been exposed to the virus but only found out after they had interacted with customers. What should we do?

Take the same precautions as noted above with respect to coworkers, treating the situation as if the exposed employee has a confirmed case of COVID-19 and sending home potentially infected employees that he came into contact with. As for third parties, we would communicate with customers and vendors that came into close contact with the employee to let them know about the potential of a suspected case.