



STANDARD OPERATING PROCEDURE

Precautions for Employees with Confirmed or Suspected COVID-19

This SOP may be activated by the CEO and is effective immediately at the time of activation. It will remain in effect until deactivated by the CEO.

EFFECTIVE DATE: 03/24/2020

Revised: N/A

DEPARTMENT: Companywide

PURPOSE: The purpose of this SOP is to establish procedures for determining what precautions will be taken (a) when an employee is suspected or confirmed or suspected to have COVID-19, and (b) when an employee is exposed to a confirmed or suspected COVID-19 patient.

INTENT: The intent of this SOP is to:

- Protect the health and safety of all team members with standardized procedures consistent with CDC recommendations
- Support a healthy and productive workplace and prevent the spread of the Covid-19 virus among the workforce.
- Guide managers and supervisors in identifying employees that present a risk of contagion and determining the appropriate precautionary measures.

PROCEDURE:

1. Application: All Employees with Suspected or Confirmed Covid-19

This SOP applies to all MedStar employees with suspected or confirmed Covid-19, including those exhibiting symptoms of Covid-19.

2. Emergency Declarations Regarding Members of Households with Persons Suspected or Confirmed to have Covid-19. Under local emergency declarations, if someone in an employee's household has tested positive for COVID-19, the entire household is ordered to isolate at home. An employee in the household cannot go to work, school, or any other community function until cleared by a medical professional (which may be by meeting the criteria in the Return to Work Criteria SOP) but may seek medical services as needed from medical personnel and facilities. **Employees must immediately notify Risk and Safety or the Human Resources representative on call if a member of their household is suspected or confirmed to have COVID-19.**

3. Restriction from Working and Worksite: MedStar will generally follow the CDC's [Coronavirus Disease 2019 \(COVID-19\) Interim Guidance for Businesses and Employers \(COVID-19\)](#), as it may updated from time to time. The March 21, 2020 version is attached to this SOP. Based on that Guidance, symptomatic employees should be excluded from the

worksite as set forth below and the following precautionary measures should otherwise be followed.

- a) The primary symptoms of COVID-19 are fever, shortness of breath, and a cough. Not all persons with the virus will exhibit these symptoms. Employees with fever over 100.4 or with at least two of these symptoms should be sent home immediately and should also be referred to Risk and Safety or the Human Resources representative on call for potential screening for COVID-19 and for assistance in obtaining appropriate medical treatment. Such employees should stay home until they have met the requirements in MedStar's COVID-19 Return to Work SOP.
 - b) Other symptoms of COVID-19 include headaches, fatigue, sore throat, runny nose, and upset stomach. Employees who experience these symptoms at work should also be referred to Risk and Safety or the Human Resources representative on call for potential screening for COVID-19.
 - c) All employees confirmed to have COVID-19 or who are Persons under Investigation are restricted from working and the worksite until they have met the requirements in MedStar's COVID-19 Return to Work SOP.
 - d) All employees who have a fever greater than 100.4 should be sent home immediately and should stay home until they have met the requirements in MedStar's COVID-19 Return to Work SOP. Such employees should also be referred to Risk and Safety or the Human Resources representative on call for potential screening for COVID-19 and for assistance in obtaining appropriate medical treatment.
4. **Restricted Employees Able to Work Remotely.** Subject to MedStar's MedStar's Remote Working Policy, nothing in this SOP prohibits remote working by employees who are restricted from the workplace under this SOP, so long as they are well enough to work.