

SITUATION		LEADER ACTIONS	EMPLOYEE ACTIONS	WORKPLACE ACCESS	RETURN TO WORK
1	An employee develops illness symptoms¹ at home.	<ul style="list-style-type: none"> Instruct employee to stay home and remain off-site until return-to-work criteria is met. Collect data from the employee using our COVID-19 Case Questionnaire. Provide the COVID-19 Packet to advise employee of next steps. Notify your area HRBP, Area Manager & Director via email. If the employee was on-site within the last 24 hours, perform required cleaning of the employee's work area and surfaces that may have been exposed and were not routinely cleaned. Cleaning of employee's workspace to be performed by willing leaders/employees. Latex gloves and additional PPE are available in the Maintenance crib. (If crib is closed, contact a Maintenance First Line Manager who is on-site.) HR/Safety/Leaders to notify close contact² employees to take additional precautions. Sitewide communication is not required. <p>Each case to be evaluated based on risk, exposure, and individual factors.</p>	<ul style="list-style-type: none"> Contact your leader. Respond to our COVID-19 Case questionnaire. Receive our COVID-19 Package from your leader. Refer to the COVID-19 Package for your next steps Follow attendance decision tree on how to cover your absence. Remain in contact with your leader throughout the process. 	No	<ul style="list-style-type: none"> As directed by CDC or healthcare provider. If no testing is indicated or if COVID-19 testing is negative: <ul style="list-style-type: none"> As directed by healthcare provider or 72 hours after fever has resolved without the use of medication, and other symptoms have improved. If COVID-19 test result is positive, move to Situation #6.
2	An employee develops illness symptoms¹ at work.	<ul style="list-style-type: none"> Walk the employee out of the building; do not send employee to Concentra or Family First. Instruct employee to remain off-site until return-to-work criteria is met. Collect data from the employee using our COVID-19 Case Questionnaire. Provide the COVID-19 Packet to advise employee of next steps. Notify your area HRBP, Area Manager & Director via email. Clean the employee's work area and surfaces that may have been exposed. Cleaning of employee's workspace to be performed by willing leaders/employees. Latex gloves and additional PPE are available in the Maintenance crib. (If crib is closed, contact a Maintenance First Line Manager who is on-site.) Contact site-housekeeping (717-371-4196) to clean common areas and touchpoints that were exposed. ABM will respond per their protocol. HR/Safety/Leaders to notify close contact² employees to take additional precautions. Sitewide communication is not required. <p>Each case to be evaluated based on risk, exposure, and individual factors.</p>	<ul style="list-style-type: none"> Contact your leader. Leave the campus and remain off-site until return-to-work criteria is met. Respond to our COVID-19 Case questionnaire. Receive our COVID-19 Package from your leader. Refer to the COVID-19 Package for your next steps Follow attendance decision tree on how to cover absence. Remain in contact with your leader throughout the process. 	No	<ul style="list-style-type: none"> If COVID-19 test result is positive, move to Situation #6.
3	An employee (with no symptoms¹) who has been in close contact² with a person who is a suspected³ or confirmed⁴ COVID-19 case (e.g. person outside of family household).	<ul style="list-style-type: none"> Consider employee to be potentially exposed but not yet a suspected³ case. Advise employee they can work on-site and must follow additional precautions. Notify your area HRBP, Area Manager & Director via email Sitewide communication is not required. <p>Each case to be evaluated based on risk, exposure, and individual factors.</p>	<ul style="list-style-type: none"> Take additional precautions when at work: <ul style="list-style-type: none"> Wear face cover at all times. Stay away from others when eating or drinking. Perform daily self-assessment, including additional temperature checks. Clean areas where you may cause exposure. Remain in contact with your leader throughout the process. 	Yes	<ul style="list-style-type: none"> Immediately

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4	An employee (with no symptoms¹) who has been in close contact² with a suspected³ COVID-19 case of a person in their family household.	<ul style="list-style-type: none"> Consider employee to be potentially exposed but not yet a suspected³ case. Advise employee they can work on-site and must follow additional precautions. Notify your area HRBP, Area Manager & Director via email. Sitewide communication is not required. <p>Each case to be evaluated based on risk, exposure, and individual factors.</p>	<ul style="list-style-type: none"> Take additional precautions when at work: <ul style="list-style-type: none"> Wear face cover at all times. Stay away from others when eating or drinking. Perform daily self-assessment, including additional temperature checks. Clean areas where you may cause exposure. Remain in contact with your leader throughout the process. 	Yes	<ul style="list-style-type: none"> Immediately
5	An employee (with no symptoms¹) who has been in close contact² with a probable⁵ or confirmed⁴ COVID-19 case of a person in their family household.	<ul style="list-style-type: none"> If employee calls in notification, instruct employee to stay home and remain off-site until return-to-work criteria is met. If employee is on-site, walk the employee out of the building; do not send employee to Concentra or Family First. <ul style="list-style-type: none"> Instruct employee to remain off-site until return-to-work criteria is met. In both cases, if the employee is at home or leaving the site: <ul style="list-style-type: none"> Collect data from the employee using our COVID-19 Case Questionnaire. Provide the COVID-19 Packet to advise employee of next steps. Notify your area HRBP, Area Manager & Director via email. If the employee was on-site within the last 24 hours, perform required cleaning of the employee's work area and surfaces that may have been exposed and were not routinely cleaned. Cleaning of employee's workspace to be performed by willing leaders/employees. Latex gloves and additional PPE are available in the Maintenance crib. (If crib is closed, contact a Maintenance First Line Manager who is on-site.) If employee was on-site within the last 24 hours, contact site-housekeeping (717-371-4196) to clean common areas and touchpoints that were exposed. ABM will respond per their protocol. HR/Safety/Leaders to notify close contact² employees to take additional precautions. Sitewide communication is not required. <p>Each case to be evaluated based on risk, exposure, and individual factors.</p>	<ul style="list-style-type: none"> Contact your leader. Self-quarantine. Remain off-site until return-to-work criteria is met. Respond to our COVID-19 Case questionnaire. Receive our COVID-19 Package from your leader. Refer to the COVID-19 Package for your next steps Follow attendance decision tree on how to cover absence, or work from home if possible. Remain in contact with your leader throughout the process 	No OR potential based on CDC guidance and case evaluation	<ul style="list-style-type: none"> If still no symptoms, after the person in the employee's family household has completed their home isolation period (10 days from day of testing) followed by employee's 10-day quarantine period (up to total of 20 days). If now symptomatic yet negative for COVID-19 or not tested, as directed by a healthcare provider OR 72 hours after fever has resolved without the use of medication, AND other symptoms have improved, AND after the person in the employee's family household has completed the home isolation period (10 days from day of testing) followed by employee's 10-day quarantine period (up to total of 20 days). If applying CDC Critical Infrastructure Guidelines, there may be an exception, and the employee may return under additional controls.

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6	<p>Suspected³ or Confirmed⁴ COVID-19 Case.</p>	<ul style="list-style-type: none"> • If employee calls in notification, instruct employee to stay home and remain off-site until return-to-work criteria is met. • If employee is on-site, walk the employee out of the building; do not send employee to Concentra or Family First. <ul style="list-style-type: none"> • Instruct employee to remain off-site until return-to-work criteria is met. • In both cases, if the employee is at home or leaving the site: <ul style="list-style-type: none"> • Collect data from the employee using our COVID-19 Case Questionnaire. • Provide the COVID-19 Packet to advise employee of next steps. • Notify your area HRBP, Area Manager & Director via email. • If the employee was on-site within the last 24 hours, perform required cleaning of the employee’s work area and surfaces that may have been exposed and were not routinely cleaned. • Cleaning of employee’s workspace to be performed by willing leaders/employees. Latex gloves and additional PPE are available in the Maintenance crib. (If crib is closed, contact a Maintenance First Line Manager who is on-site.) • If employee was on-site within the last 24 hours, contact on-site ABM team member to clean common areas and touchpoints that were exposed. ABM will respond per their protocol. • HR/Safety/Leaders to notify close contact² employees to take additional precautions • HR/Safety to coordinate sitewide communication. • HR to notify HR Center of Excellence (Greensboro) • Safety to complete Cority case. <p>Each case to be evaluated based on risk, exposure, and individual factors.</p>	<ul style="list-style-type: none"> • Contact your leader. • Self-quarantine. • Remain off-site until return-to-work criteria is met. • Respond to our COVID-19 Case questionnaire. • Receive our COVID-19 Package from your leader. • Refer to the COVID-19 Package for your next steps • Follow attendance decision tree on how to cover your absence. • Remain in contact with your leader throughout the process. 	<p>No</p>	<ul style="list-style-type: none"> • As directed by CDC or healthcare provider. • If no testing: <ul style="list-style-type: none"> • 72 hours after fever has resolved without the use of medication, and other symptoms have improved, and it has been at least 10 days since symptoms began. • If tested: <ul style="list-style-type: none"> • Fever resolved without use of medication and other symptoms improved, and it has been at least 10 days since symptoms began • If asymptomatic, but confirmed positive: <ul style="list-style-type: none"> • 10 days following first positive test, and no symptoms since test • Return only after being cleared by medical provider.

Follow any local or state requirements related to additional actions, where applicable.

1. Common Symptoms (CDC Guidelines): Fever, cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.
2. Close Contact: within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hours period (irrespective of whether the contacts were or were not wearing a mask) starting from 2 days before illness onset
3. Suspected: A person with
 - a. Acute respiratory illness (fever and at least one sign/symptom of respiratory disease) AND travel or residence in a location with community transmission of COVID-19 during 14 days prior to symptom onset, OR
 - b. Acute respiratory illness AND having been in contact with a confirmed⁴ or probable⁵ COVID-19 case in the last 14 days prior to symptom onset, OR
 - c. Severe acute respiratory illness (fever and at least one sign/symptom of respiratory disease), AND requiring hospitalization, AND in the absence of alternative diagnosis.
4. Confirmed: A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms.
5. Probable: A person for whom testing for COVID-19 is inconclusive, OR a suspected case for whom testing could not be performed.

NOTE: For suspected³ cases which, upon testing, reveal a negative result, the employee is permitted to return to work immediately if/when symptom free and without fever without use of medication.