

SITUATION		FACILITY 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 not come on-site. Provide the COVID-19 Employee Packet and instruct employee on next steps. Advise employee to contact healthcare provider or public health authority. Notify area HRBP or Health & Safety. If employee was at work within last 72 hours, gather additional data, and advise close contact² employees to take additional precautions (face covering at all times, daily self-screening and additional cleaning). Engage shift response team. Assess risk and evaluate if any additional cleaning, beyond normal/routine, is necessary (see COVID-19 Guidance: Cleaning and Disinfection of Work Areas based on the risk assessment). <p>Each case to be evaluated based on risk, exposure, and individual factors.</p>	<ul style="list-style-type: none"> Contact healthcare provider regarding need for medical evaluation. May utilize local, county, and state resources for information and instructions. Follow attendance decision tree on how to cover absence. Remain in contact with Manager throughout the process. 	No	<ul style="list-style-type: none"> As directed by CDC or healthcare provider. If no testing is indicated or if negative COVID-19 testing: <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 for further guidance. If absence is longer than 7 days, call Concentra to be cleared to return to work.
2	An employee develops illness symptoms¹ at work.	<ul style="list-style-type: none"> Activate the Manager Kit. Walk the employee out of the building; do not send to Concentra or Family First. Notify area HRBP or Health & Safety. Create isolation area outside if weather permitting or escort employee to their vehicle and use the vehicle as an isolation area to collect data. Collect data for the investigation of the case using COVID-19 Suspected Case questionnaire. Provide the COVID-19 Employee Packet and instruct employee on next steps. Advise employee to contact healthcare provider or public health authority. Advise employees in close contact² to take additional precautions (face covering at all times, daily self-screening and additional cleaning) with help from HR guidelines document. Engage shift response team. Assess risk and evaluate if any additional cleaning, beyond normal/routine, is necessary (see COVID-19 Guidance: Cleaning and Disinfection of Work Areas based on the risk assessment). <p>Each case to be evaluated based on risk, exposure, and individual factors.</p>	<ul style="list-style-type: none"> Isolate from other workers, and go home. Refer to COVID-19 Employee Packet and follow next steps. Contact healthcare provider regarding need for medical evaluation. May utilize local, county, and state resources for information and instructions. Follow attendance decision tree on how to cover absence. Remain in contact with Manager throughout the process. 	No	<ul style="list-style-type: none"> If COVID-19 test result is positive, move to Situation #6 for further guidance. If absence is longer than 7 days, call Concentra to be cleared to return to work.
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 suspected case. Evaluate controls used by employee during contact with suspected³/confirmed⁴ person (e.g. face mask, shield, etc.). Advise employee they can work on-site. Notify area HRBP or Health & Safety. Assess risk and evaluate if any additional cleaning, beyond normal/routine, is necessary (see COVID-19 Guidance: Cleaning and Disinfection of Work Areas based on the risk assessment). Advise employee to take additional precautions (face covering at all times, daily self-screening, and additional cleaning). No additional employee or facility communications is 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"> Face covering at all times Daily self-screening Additional personal hygiene Additional temperature screening Remain in regular contact with Manager 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 suspected case. Evaluate controls used by employee during contact with suspected³ person (e.g. face mask, shield, etc.). Advise employee they can work on-site. Notify area HRBP or Health & Safety. Assess risk and evaluate if any additional cleaning, beyond normal/routine, is necessary (see COVID-19 Guidance: Cleaning and Disinfection of Work Areas based on the risk assessment). Advise employee to take additional precautions (face covering at all times, daily self-screening, and additional cleaning). No additional employee or facility communications is 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"> Face covering at all times Daily self-screening Additional personal hygiene Additional temperature screening Remain in regular contact with Manager 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 not come on-site. If on-site, activate the Manager Kit, and walk the employee out of the building; do not send to Concentra or Family First. <ul style="list-style-type: none"> Create isolation area outside if weather permitting or escort employee to their vehicle, and use the vehicle as an isolation area to collect data. In both cases, if the employee is at home or still on-site: <ul style="list-style-type: none"> Collect data for the investigation of the case using site COVID-19 Suspected Case questionnaire. Provide the COVID-19 Employee Packet and instruct employee on next steps. Advise employee of CDC Critical Infrastructure Employee Guidance for potential options. Notify area HRBP or Health & Safety. Assess risk and evaluate if any additional cleaning, beyond normal/routine, is necessary (see COVID-19 Guidance: Cleaning and Disinfection of Work Areas based on the risk assessment). No employee or facility communications required. <p>Each case to be evaluated based on risk, exposure, and individual factors.</p>	<ul style="list-style-type: none"> Self-quarantine based on Volvo and/or local health department or medical providers recommendation; work from home, if possible. Contact healthcare provider and/or public health authority if become symptomatic. Remain in contact with Manager often throughout the process. 	No, OR Potential based on CDC guidance and case evaluation	<ul style="list-style-type: none"> If no symptoms, after 14-day quarantine period (if used A&S to cover time, needs to be cleared through Concentra). If symptomatic and negative for COVID-19 or not tested, may return as directed by healthcare provider or 72 hours after fever has resolved without the use of medication, and other symptoms have improved, and 14-day quarantine period completed. If applying CDC Critical Infrastructure Employee exception, may return under additional controls.

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<p>6 Suspected³ or Confirmed⁴ COVID-19 Case.</p>	<ul style="list-style-type: none"> • If employee calls in notification, instruct employee to stay home. • If on-site, activate the Manager Kit, and walk the employee out of the building; do not send to Concentra or Family First. <ul style="list-style-type: none"> • Create isolation area outside if weather permitting or escort employee to their vehicle, and use the vehicle as an isolation area to collect data. • In both cases, if the employee is at home or employee is still on-site: <ul style="list-style-type: none"> • Collect data for the investigation of the case using site COVID-19 Suspected Case questionnaire. • Provide the COVID-19 Employee Packet and instruct employee on next steps. • Notify area HRBP or Health & Safety. • Assess risk and evaluate if any additional cleaning, beyond normal/routine, is necessary (see COVID-19 Guidance: Cleaning and Disinfection of Work Areas based on the risk assessment). • Identify and advise close contact² employees to take additional precautions (face covering used at all times, daily self-screening, and additional cleaning). • Assess risk and evaluate if any additional cleaning, beyond normal/routine, is necessary (see COVID-19 Guidance: Cleaning and Disinfection of Work Areas based on the risk assessment). • Work with Communications to inform employees. • Notify VP HR CoE and complete Suspected COVID-19 Case Form. <p>Each case to be evaluated based on risk, exposure, and individual factors.</p>	<ul style="list-style-type: none"> • Do not come to work. • Follow instructions from medical provider and public health authority. • Remain in contact with Manager often 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, other symptoms have improved and it has been at least 14 days since symptoms began. • If tested: <ul style="list-style-type: none"> • Fever resolved without use of medication, other symptoms improved, and have 2 negative tests in a row, at least 24 hours apart • If asymptomatic, but confirmed positive: <ul style="list-style-type: none"> • 14 days following first positive test, and no symptoms since test; OR, have 2 negative tests in a row, at least 24 hours apart • Return only after being cleared by medical provider. • If absence is longer than 7 days, call Concentra to be cleared to return to work.

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 person with confirmed or probable COVID-19 for at least 15 minutes.
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.