

## COVID-19 FAQ Sheet: Employees

### **What to do if you have symptoms of coronavirus disease 2019 (COVID-19) and have not been around anyone who has been diagnosed with COVID-19?**

Notify your Supervisor immediately. If you have fever, cough or shortness of breath and have not been around anyone who has been diagnosed with COVID-19, you should stay home away from others **for 7 days or until 72 hours after the fever is gone without use of fever reducing medications and symptoms get better.**

### **What should I do if I am a close contact to someone with COVID-19 but am not sick?**

Notify your supervisor immediately. You should also monitor your health for fever, cough and shortness of breath during the 14 days after the last day you were in close contact with the sick person with COVID-19. **You should not go to work and should avoid public places for 14 days.**

### **What should I do if I am a close contact to someone with COVID-19 and get sick?**

Notify your supervisor immediately. If you get sick with fever, cough or shortness of breath (even if your symptoms are very mild), stay at home and away from other people until your medical provider releases you back to work. If you have any of the following conditions that may increase your risk for a serious infection —age 60 years or over, are pregnant, or have medical conditions—contact your physician's office and tell them that you were exposed to someone with COVID-19. They may want to monitor your health more closely or test you for COVID-19.

### **What should I do if I am a not comfortable going to a work location / site?**

While we assume that our clients are making every attempt to put safety measures into place to ensure the safety of all individuals, we must also take precautions to reaffirm these practices. All employees will be given access to applicable PPE (gloves, face masks, sanitizing wipes) to use while onsite performing tasks. Employees are also required to follow safety hygiene measures noted in the "tips for employees" handout. Notify your supervisor immediately if you are not comfortable performing work at a particular site / location and you will be given information on applicable leave provisions (either PTO / Sick time or potential supplemental compensation through the Employment Security Department).

### **Financial assistance:**

Both State and Federal laws have recently passed to provide assistance to employees who are affected by the coronavirus. The state program will allow affected employees to file unemployment claims for lost time (quarantine or infection). The Federal program will provide up to 14 days of pay to affected employees (quarantine or infection). We will provide information as it becomes available on the Federal program/s and have included a link to access information on the State program/s.

**[https://esd.wa.gov/newsroom/covid-19?utm\\_medium=email&utm\\_source=govdelivery](https://esd.wa.gov/newsroom/covid-19?utm_medium=email&utm_source=govdelivery)**

**School closures:**

With the recent closures of all Washington schools, we recognize the strain this presents to most families. While we are not authorized to provide childcare space or services at the company locations, the company is committed to providing support to all affected employees during this time. Employees may use accumulated PTO and or sick time for these instances and may also be eligible for additional assistance through the Washington Employment Security Department.

<https://esd.wa.gov/newsroom/covid-19>