COVID PREVENTION POLICY

To ensure that See Monterey is providing a safe and healthy work environment for all team members the following policy has been established regarding COVID-19.

- Team members should not report to work if they experience COVID symptoms which include fever or chills, cough, shortness of breath, sore throat, congestion or runny nose, new loss of taste or smell, fatigue, and muscle or body aches.

- Team members experiencing any symptoms should take a COVID test at least daily while symptoms are present to determine if you are COVID positive or infected with another virus.

If COVID Positive

- You must remain away from the worksite for a minimum of <u>48-hours</u> from the day of symptom onset.
- You may return to work if <u>48-hours</u> have passed with no fever, without the use of fever-reduction medication, **AND**
- Your symptoms are mild and improving.
- If no symptoms are present, there is no infections period, and you may return to work immediately.

Mask Wearing

- If COVID positive and returning to work, team members must wear a mask while indoors for 10 days from symptom onset. You may remove your mask when isolated in your office alone.

If less than three (3) team members test positive for COVID the office will be closed* and team members may report to the office at their discretion. If three or more team members test positive for COVID in a period of four (4) or less days, the office may be shut down* at the discretion of the President & CEO. If the office is shut down, it will remain shut down for three (3) full workdays or until no new positive cases have been reported within a 72-hour period.

*Closed = Office open; team members may come in at their own discretion.
*Shut Down = Office is not open; all team members work remotely.

Eff. 9/2024