

## **BUCHANAN COVID-19 POLICY**

If you must be isolated and/or quarantined due to exposure to coronavirus, you have the option to either use PTO or take the time as unpaid. If you use PTO, you will be allowed to take an equivalent amount of unpaid time later in the year. Exposed employees may be eligible to work from home with manager approval and if their position and home circumstances (e.g., working internet) allow.

*In the event of non-Covid illnesses (cold, flu, etc.), employees are required to use PTO as defined in the Employee Handbook. Working from home is not a substitution for using PTO regarding non-Covid illnesses.*

### **ISOLATION/QUARANTINE & RETURN TO WORK PROTOCOLS**

#### **Symptoms / Positive Test**

An employee who has symptoms and/or has a positive viral test result must isolate. They can return to work when the following are met:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving\*

*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*

#### **Exposure to Someone with Symptoms / Positive Test**

An employee who has been in close contact with an individual who has symptoms or tested positive for COVID-19 must quarantine. *Close contact is within 6 feet for more than 15 minutes over a 24-hour period, even if wearing a mask.* They can return to work when the following are met:

- 10 days from date of exposure without testing **and**
- No symptoms have been reported during daily monitoring

**OR**

- Quarantine can end after day 5 if viral test is negative\*\* **and**
- No symptoms have been reported during daily monitoring

*\*\*Test must be performed no sooner than 5 days from exposure. Employees who test and receive a negative result on day 5 can return to work same day. A copy of test results must be provided to Human Resources.*

Revised: July 29, 2021