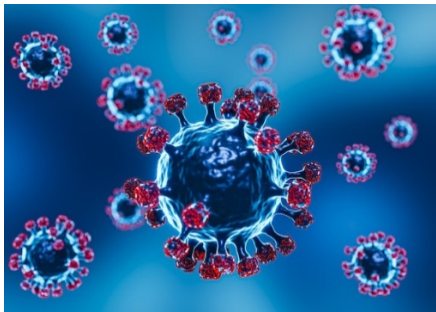




COVID-19, ILI (Influenza-like-Illness) or other Respiratory Illness

Wesley Woods will continue to evaluate and update the CDC Return to Work (RTW) guidance, our staff levels, and new data about COVID-19, and will adjust the return to Work guidance as needed.

If you have questions about COVID-19 practices and policies, please contact your supervisor, administrator, or Human Resources.



Symptoms

Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.



Return to Work

Employees with suspected/confirmed COVID-19 or other respiratory illness may return to work if:

1. No fever for at least 24 hours without fever-reducing medications (e.g., acetaminophen or ibuprofen) AND
2. Improving symptoms for at least 24 hours AND
3. Employee agrees to always wear a mask to work (unless alone AND actively eating/drinking) for 10 days from the onset of symptoms (NOTE: The first day of symptoms is considered "day 0")
4. NOTE: A self-attestation is no longer required for return to work.

FREQUENTLY ASKED QUESTIONS

EMPLOYEE HEALTH QUESTIONS

Q: What should I do if I become symptomatic?

A: Stay home, self-isolate and if you have Kaiser through Wesley Woods, contact the telemedicine nurse at 404-365-0966 for guidance. Do not go to a Kaiser facility (unless instructed by the nurse). If you have health insurance through another carrier, contact your own doctor.

Q: What should I do if I believe I have been exposed to someone with COVID-19?

A: If you are symptomatic, stay home, self-isolate and contact the telemedicine nurse (if you have Kaiser) or contact your own doctor for guidance. If you are asymptomatic, you may continue to work and should self-monitor for symptoms.

Q: How do I self-monitor?

A: Check your temperature twice a day and note any other symptoms that may suggest COVID-19 infection (fever >100°F, cough, shortness of breath or difficulty breathing, sore throat, congestion that differs from your typical seasonal allergies, body aches, fatigue, diarrhea). If you develop any of these symptoms, tell your supervisor, go home and call the Kaiser telemedicine nurse or your own doctor.

Q: If I am tested for COVID-19, how long will I be out of work?

A: Once you have been tested for COVID-19, you will remain out of work while results are pending.

RETURNING TO WORK

Q: When can I return to work if I test positive for COVID-19?

A: You may return to work after 5 days have passed since symptoms first appeared, 24 hours after onset without fever reducing agents AND symptoms have improved.

Q: When can I return to work if I am symptomatic but tested negative for COVID-19?

A: You and your supervisor will provide support and help determine when you are ready to return to work. In order to be approved to return to work, you must be:

- 5 days after symptoms first start and have improving symptoms
- AND Fever free for 24 hours without a fever reducing agent
- AND show substantial improvement of other symptoms, e.g., minor cough, and no congestion.

Q: When can I return to work if I am symptomatic but have not been tested for COVID-19?

A: Your supervisor will provide support and help determine when you are ready to return to work. In order to be approved to return to work, you must be:

- 5 days after symptoms first start and have improving symptoms
- AND Fever free for 24 hours without using a fever reducing agent
- AND show substantial improvement of other symptoms, e.g., minor cough, and no congestion.

PTO AND LEAVE QUESTIONS

Q: What is the difference between PTO and Extended Illness Leave?

A: PTO leave is provided to benefits-eligible employees (working 30+ hours per week) to use for scheduled (ex: vacation) and unscheduled (ex: sick days) absences. It combines traditional leaves as vacation, sick, holiday, and emergency leave into a single leave account. For example, some companies have their leave accounts set up so that employees are granted 9 holidays, 10 vacation days, 5 sick days, and 2 personal days. At Wesley Woods benefits eligible employees with 0-5 years of services accrue up to 26 days annually to use as needed (if they work a 40 hour week).

Extended Illness is provided to eligible employees (working 30+ hours per week) to provide income protection for an extended absence from work because of the personal illness, accident, injury, pregnancy/childbirth, adoption and other medical conditions. If you need Extended Illness Leave, you must first use 24 hours of PTO.

Q: What happens if my hours get reduced?

A: Full-time Employees may use PTO to cover reduced hours to create a full 40-hour check.

How will I be paid if I need to take time off work during this time?

A: If you need to take time off from work, the normal PTO request process applies. If you need to take time off work because of possible or confirmed COVID-19 illness (or any other illness), you will use PTO for the first 24 hours and then you can use Extended Illness Leave.

Q: What if I am sick for an extended period of time and have exhausted my PTO bank and Extended Illness bank?

A: If you are sick for an extended period, and you have exhausted both your PTO and Extended Illness balances, you can use short-term disability, if eligible and elected. If you have questions or need additional guidance, please work with your supervisor and HR.

Q: Does Wesley Woods reimburse or pay employees for COVID-19 leave or hazard pay?

A: Effective September 1, 2023, Wesley Woods will end COVID-19 reimbursement of leave and hazard pay to employees.