



## **CORONAVIRUS UPDATE FOR AUGUST**

As you are all aware there are increasing numbers of positive test occurring. We have experienced an increase in numbers of employees that have been placed on quarantine due to being exposed to someone that has had a positive test.

Due to the increase in risk of exposure the FlowChart (attached) has been revised to require an employee that is under quarantine due to exposure to provide a negative test result within 3 days of return to work. This means an employee that has been exposed to someone that has contracted the virus to test at the beginning of the quarantine 14-day leave and again at the end of the quarantine 14-day leave.

Performing the test at the end of the quarantine ensures that an employee has not become ill during the quarantine period.

If you have any questions regarding the flowcharts and WPI protocols, please don't hesitate to contact me.

### **Steps for Exposure:**

1. Employee informs Supervisor and/or HR Manager of Exposure
2. Employee begins 14-day quarantine period
3. Employee Requests paid COV-Sick leave
4. Employee has a COVID-19 Test
5. Employee submits documents from health care provider to the HR Manager
6. HR Approves leave based on documentation provided.
7. Employee remains on quarantine.
8. Employee has a COVID-19 test within 3 days of return to work (at the end of quarantine).
9. Employee provides results to the HR Manager.
10. Results are negative and employee does not display any symptoms employee returns to work.
11. Results are positive, employee remains home until recovered and full release to return is obtained from healthcare provider.
12. Employee applies for FMLA/OFLA if applicable.

As a reminder to help reduce your risk of exposure:

If you can move activities outside, do so. The disease spreads less easily outdoors, and you can enjoy more of the summer weather.

Avoid groups of more than 10. And if you're unexpectedly in a group of 10 or more, think hard about whether that's a good choice, stay outside, keep 6 feet apart, and cover your face.

**This is a reminder, if you are sick, stay home. If you are running a fever, contact your health care provider. Get tested if you have any inkling that you may have the virus.**

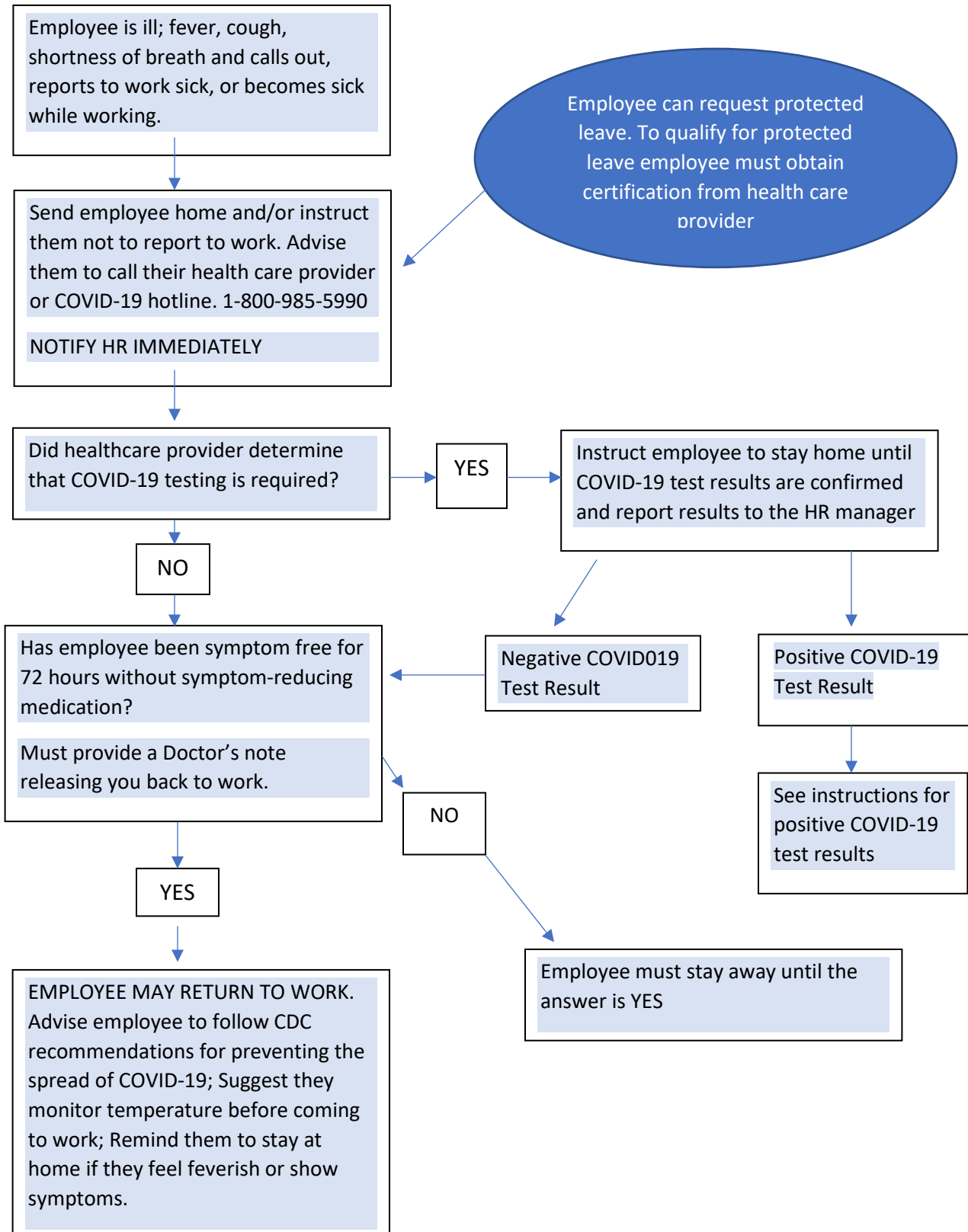
**Please be careful, don't drop your guard against this virus.** Keep sanitizing, distancing and being diligent in following the guidelines that are in place.

We are in this together, we are supporting each other, we are Western Pneumatics, Inc.

Thank You Everyone,

Earline

## WESTERN PNEUMATICS, INC. – EMPLOYEE SICK WITH FLU-LIKE SYMPTOMS



# WESTERN PNEUMATICS, INC. – EMPLOYEE IN CLOSE CONTACT OR LIVES WITH SOMEONE POTENTIALLY POSITIVE FOR COVID-19

