

3/19/2020

The FAQs and answers below are provided to help answer any questions you may be receiving either from direct reports or around your locations about COVID-19.

This is a rapidly changing situation and we will update this list and answers when appropriate.

### **FAQ:**

- Who is currently being tested for COVID-19?
  - Health care workers/first responders, seniors & high risk populations, those critically ill and in some cases, those living with a person who has tested positive
  
- What about the news stating many kits are available?
  - There may be some locations where more testing is conducted. At present, that is not the case in the Seattle and Portland areas
  
- If I am a close contact with a diagnosed case of COVID-19, will I be tested?
  - This varies. In some cases, yes. But in some cases it is unlikely unless you develop symptoms
  
- If my doctor tells me I have the symptoms of COVID-19 and to go home and quarantine for some amount of time, what should I do?
  - Ask your doctor whether you are assumed to have COVID-19 (i.e. are you considered DIAGNOSED) if a test is not provided
  - Ask your doctor if you should notify your employer and close contacts or should you just self-quarantine
  - Ask if you can be tested
  
- I have been diagnosed, now what?
  - Call the call-in line at 844-660-0089 if you are a production employee
  - Call your manager or supervisor if you are a salaried or corporate hourly employee
  - Identify whether you have been diagnosed, confirmed test positive or have symptoms and should stay home
  - Share whether your doctor instructed you to notify close contacts and any additional instructions for them
  - To the best of your knowledge, outline last date of work or contact with close contacts  
**Definition of close contact is: in general, less than 6 feet of distance for 10 minutes or more. Additionally, it includes individuals who have been sneezed or coughed on by a person who has tested positive for or been diagnosed with COVID-19.** Lastly this guidance on definition of close contact may differ based on the location where persons were located during possible exposure and is subject to case-by-case evaluation between Vigor and each employee.
  - Share your expected quarantine information
  - HR will reach out to you to establish a follow up protocol and talk to you about any leave or other benefits that you may apply to any absence

- I have been notified by my company or by an individual that I was exposed to COVID-19 (at work or away from work)
  - Evaluate the definition of close contact (see above) and your interactions with the infected person
  - Call the call-in line at 844-660-0089 if you are a production employee
  - Call your manager or supervisor if you are a salaried or corporate hourly employee
  - Explain the nature of your potential exposure
  - An HR representative will contact you to help evaluate your description and, when applicable, the infected person to determine the best course of action
  - In the event you are determined to be a close contact individual to a diagnosed person, you will be required to quarantine for 14 days
  - If it is determined that you need to remain away from work, HR will establish a follow up protocol and talk to you about any leave or other benefits that you may apply to any absence
  
- Do I have to self-report a close contact?
  - We strongly encourage reporting of potential close contact with an infected person.
  - Failing to do so, puts the health and well-being of many people at risk
  - A high number of infected and/or close contact persons could impact our ability to operate and people to work
  - The sooner you reach out with information, the sooner we can be sure to assess your situation and stop further exposures