



MEMO

To: ProVantage and InDemand – Field Level Employees

From: Sarah Morgan, Group Director – Human Resources

RE: COVID-19 guidance updates

Date: May 28, 2021

Cc: Human Resources Department; Executive Management Team

With so much change happening in the guidance on COVID-19, we created this memo to provide updates relating to how it affects our workplace.

Vaccination Notification

The COVID-19 vaccine is now available at no cost to everyone age 12 and older. If you are interested in learning more about the free vaccine and/or setting up an appointment for you or your family to get vaccinated, please [visit the CDC website](#) for more information.

According to the CDC, “fully vaccinated” is defined as *reaching two weeks after a single-dose vaccine*, such as the Johnson & Johnson, or *reaching two weeks after a two-dose series vaccine*, such as the Pfizer or Moderna. There is no requirement or need to notify the company or provide any proof of your vaccination at this time.

Regardless of your vaccination status, we encourage you to continue being diligent in washing your hands, self-sanitizing, and keeping reasonable physical distance out of respect for others.

Mask/Face Covering Expectations

As COVID-19 cases begin to decrease, regulations surrounding face coverings/masks are changing across the U.S. Because our projects are so widely dispersed geographically, we will not set a universal or unilateral “rule” for masks at this time.

In all cases, we will defer to our client’s guidelines on face coverings/masks at our projects, which will be based primarily on CDC, state and local guidelines. We trust our clients to make decisions that are in the best interest of the public and all those working at their facilities.

In some regions, clients may make masks/face coverings optional. If this is the case for your project location, please make the choice that you feel is best for your health & well-being – and be courteous and respectful of others’ choices. If you have any questions or concerns about expectations for masks/face coverings, please direct these to Human Resources.



COVID Exposure Notifications

The CDC describes “exposure” as *being within 6 feet of someone who has COVID-19 symptoms or someone who has tested positive (laboratory confirmed) for it for more than 15 minutes*. In the event that you are exposed to or contract COVID-19, please follow the guidelines outlined below.

For employees exposed through contact with a non-employee of the company who has tested positive for COVID –

- follow proper callout procedure to notify your Supervisor or Team Lead via phone, text and/or email; and
- notify HR immediately via email; and
- immediately leave work and return home / hotel to quarantine until tested.

Any other employees who were secondarily exposed through contact with another employee will be notified by Field Manager/Project Manager, and asked to monitor for symptoms. The other employees will be allowed to work during this time as long as they remain symptom free. If the test result of the employee who was exposed is positive for COVID, any all and all other employees who were secondarily exposed will be advised to go forward with scheduling testing for themselves and must quarantine until the results are received.

Positive COVID Test Expectations

If an employee tests positive for COVID –

- The employee must remain out of work; and
- The employee must send a copy of their positive test result to HR for their employee file; and
- A travelling employee must make arrangements to return home for adequate rest and recovery.
 - If the travelling employee’s symptoms become severe such that are unable to travel back home, they must immediately notify the Scheduling team and seek guidance on per diem.

Returning to Work after a Positive COVID Test

You may return to work after 10 calendar days from when symptoms first appeared and you have been fever free, without any fever reducing medications, for at least 24 hours. Most individuals do not require additional testing; however, if your healthcare provider recommends testing, the provide will let you know when to resume work based on your test results.

- You should contact Scheduling for return to work after 10 days. No additional test results or doctor’s note will be required as long as proper procedure for calling out or work, and notifying HR of a positive COVID case were followed.

If your test for COVID and the results are negative, you may return to work on your next scheduled shift. If your previous project has ended, you should reach out to Scheduling for a new assignment.

Any questions about COVID testing and return to work following exposure or testing should be directed to Human Resources.

Thank you all for your continued hard work and commitment to the safety of our clients, your colleagues, your teams, and the Rosewood Family of Companies during the COVID-19 pandemic.