



FAQS

I'm worried about being exposed to coronavirus at work. How can I reduce my risk?

Employees are encouraged to use common-sense precautions at all times (when working, in the public or at home). Precautions include:

- Wash your hands with warm soapy water for at least 20 seconds each time.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are ill.
- Cover your mouth and nose with a tissue when you cough or sneeze and discard the tissue.
- Do not reuse a tissue after coughing, sneezing or blowing your nose.
- Clean and disinfect surfaces that are frequently touched (cell phones, desk phones, keyboards, remote controls, countertops, refrigerator and door handles, etc.).
- Employees who are sick should not come to work and should notify their supervisor.

Will I be notified if someone I work with is confirmed to have coronavirus?

Employees reported to have been exposed to an individual diagnosed with coronavirus will be notified that a case of coronavirus has been confirmed. The Americans with Disabilities Act protects the identity and medical information of persons with communicable diseases.

Can I work from home or another location during a public health emergency?

Contact your supervisor and local HR Representative for guidance. Management's decision to allow an employee to work at another location or from home will depend on several factors, including the employee's job responsibilities and whether tasks can be completed temporarily at another location or another time frame.

What should I do if I feel sick, such as a fever, sore throat and/or cough?

Stay home. Notify your supervisor and your local HR Representative.

If you have a fever, currently, the Centers for Disease Control and Prevention (CDC) recommends that you remain at home until at least 24 hours after you are free of fever (100.4 degrees F or 37.8 degrees C) or your signs of a fever, without the use of fever-reducing medications.

I am concerned about exposure to a coworker who seems sick. What should I do?

The safety and well-being of employees is a top priority. If you have a concern about an employee who appears sick, speak to your supervisor and contact your local HR Representative.

What should I do if I have been exposed to COVID-19 and believe I am developing symptoms associated with the virus?

The CDC recommends calling your doctor or public health department for guidance if you think you are developing symptoms associated with COVID-19 and believe you have been exposed to the virus, stay home and immediately notify your supervisor and local HR Representative. If you are at work and are experiencing COVID-19 symptoms, call your supervisor and HR representative as you may need to immediately leave the workplace. If you are notified you should be quarantined, you may be asked to provide documentation of the notification.

Is it safe to receive a package from any area where COVID-19 has been reported?

The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperatures also is low.

I have young children. If day care facilities and public schools close due to coronavirus, may I use paid time off to care for them? Would this also apply to a closed eldercare facility?

Contact your supervisor or local HR Representative. Employees may use earned paid time off if they are required to care for a member of their immediate family who is quarantined or ill, or if they are a parent or guardian who is required to stay home because of the closure of a day care facility, public school or eldercare facility, due to a public health threat declared by state or local health officials.

Should I wear a mask to protect myself at work?

Only wear a mask if you are ill with COVID-19 symptoms (especially coughing) or care for someone who may have COVID-19. There is a worldwide shortage of masks, so people are urged to use masks wisely.