REPORTING COVID-19 ILLNESS

Educational Services, Inc. (ESI) supports the data provided by the Secretary of Health and Human Services (HHS) declaring the COVID-19 outbreak a public health emergency. This crisis has also been declared a national emergency by the President of the United States and a global pandemic by the World Health Organization (WHO). The current information from the Centers for Disease Control and Prevention (CDC) is that person-to-person transmission occurs during close (within 6 feet) contact with a person infected with COVID-19, primarily from respiratory droplets produced when the infected person coughs or sneezes.

ESI is committed to ensuring the health and safety of all its employees. Employees of ESI are to report a suspected or confirmed diagnosis of COVID-19 to Kim Gibbs, the Human Resources Officer, at ESI. The report can either be made confidentially by phone at 480-840-7453 or email to hr-concerns@esiaz.us. The report will be filed separately in a private medical file. The U.S. Equal Employment Opportunity Commission (EEOC) provides that ESI, as a staffing agency, may inform the client for whom the employee works of the confirmed exposure to or diagnosis of COVID-19. This is so the client can determine possible contact with any other employees or students of the client.

The ESI Human Resources Officer will follow up with employee making the report of suspected or confirmed diagnosis. The following questions will be asked of the employee during the call:

- Do you currently have a positive result for, or other diagnosis with, COVID-19?
- Do you have any of the symptoms of infection associated with COVID-19 such as a fever of 100.4°F or higher, cough, shortness of breath, or sore throat?
- Have you had "close contact", as defined by the CDC, with anyone who has tested positive for or been diagnosed with COVID-19 infection within the preceding 14 days?
- Have you been asked to self-quarantine by a health official within the preceding 14 days?
- Are you considered in the "increased risk" classification by the CDC for COVID-19 hospitalization or death, such as: older adult (over 50 is 4x higher risk, over 65 is 5x higher risk, over 75 is 8x higher risk, over 85 is 13x higher risk than younger age groups), having cancer, chronic kidney disease, COPD, heart conditions, immunocompromised state, obesity, pregnancy, sickle cell disease, smoking, diabetes, or other underlying condition?

We realize that many employees might have concerns and curiosities regarding COVID-19 exposure, and not all reports to the ESI Human Resources Officer will meet the criteria for proving a legitimate exposure risk. However, when it is determined that an employee has either been exposed to or diagnosed with COVID-19, the employee will be expected to self-quarantine per the following CDC guidelines: On 7/29/21, the CDC updated the guidance regarding quarantine or isolation. ESI has been consistent with following the CDC recommendation.

- Those who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms.
- It is recommended that fully vaccinated employees get tested 3-5 days after their exposure, even if they

don't have symptoms to confirm they are free of COVID-19 illness.

- Those who tested positive but never develop symptoms can end isolation after 10 days.

- Those who tested positive and have moderate to mild symptoms can end isolation after 10 days from onset of symptoms if at least 24 hours have passed without a fever or fever reducing medicine, and other symptoms have improved.

- Those who tested positive and have severe illness may need to continue isolation for a full 20 days.
  - After stopping quarantine, continue to watch for symptoms until 14 days after exposure.

During a COVID-19 diagnosis or exposure, it is critical the employee does not report to work while they are ill and/ or experiencing the following symptoms: fever, cough, sneezing, sore throat, runny or stuffy nose, body aches, headaches, chills, and fatigue. Currently, the CDC recommends that anyone with COVID-19 remain at home at least 24 hours after they are free of fever (100°F) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home by client HR personnel, in accordance with these guidelines.

Before returning to work, the employee must contact the ESI Human Resources Officer to (1) provide a negative test result and (2) participate in a discussion to assess their improved condition in order to return to work under the CDC guidelines. The ESI Human Resources Officer will communicate the approval to return to work with the client HR personnel.

COVID-19 reports of suspected or confirmed diagnosis should be made directly to our HR Officer, Kim Gibbs, confidentially by phone at 480-840-7453 or email to hr-concerns@esiaz.us.