



# SAFETY MANUAL

## PANDEMIC PREPAREDNESS & RESPONSE POLICY

### **ADDENDUM B – COVID-19 GUIDANCE FOR RETURN-TO-WORK AND SELF-QUARANTINE** <sup>1,2,3</sup>

#### **SECTION 1.0 - GUIDANCE FOR DIFFERENT SCENARIOS**

##### **1. Employee with Positive COVID-19 Test (symptomatic employees)**

- Symptomatic employee may return to work 5 days after:
  - i. Symptoms first appeared **-AND-**
  - ii. 24-hours with no fever without the use of fever-reducing medications **-AND-**
  - iii. All other symptoms\* have improved (ex. cough, shortness of breath, etc.).  
*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of the isolation period.*
  - iv. If the Symptomatic Employee has not improved, they may take up to five (5) additional days to recover from COVID-19 without seeing a Primary Care Provider (PCP).
  - v. The Symptomatic Employee **MUST** wear a face mask in all indoor settings for an additional 5 days after returning to work.
- Documentation of positive test result is required by the HR Team immediately upon receipt of test result by employee.
- No Primary Care Provider (PCP) documentation is required prior to returning to work if absence is ≤10 days. If absence is >10 days, PCP documentation is required to return to work.

##### **2. Employee with Positive Test (asymptomatic)**

- An asymptomatic employee may return to work 5 days after:
  - i. Positive test **-AND-**
  - ii. If NO SYMPTOMS have presented during the entire 5 days.
  - iii. The Asymptomatic Employee **MUST** wear a face mask in all outdoor settings for an additional 5 days after returning to work.
- Documentation of positive test result is required by the HR Team immediately upon receipt of test result by employee.
- No Primary Care Provider (PCP) documentation is required prior to returning to work.

##### **3. Employee Experiencing COVID-19 Type Symptoms**

- Employee stays home.
- Employee must contact Primary Care Provider (PCP) for guidance.
- If the PCP recommends testing and the employee tests positive for COVID-19, go to #1 above.
- Employee must provide documentation from PCP (and the test result if testing was performed) to the HR Team prior to returning to work.

##### **4. Employee Identified as Close Contact or Employee Lives in the Same Household with One or More Positive COVID-19 Persons.\***

- The employee that was identified as a close contact with positive COVID-19 case or persons in the same household, must quarantine for 5 days after the date of exposure to the person(s) who was COVID-19 positive.
- The employee **MUST** wear a face mask in all indoor settings for an additional 5 days after returning to work.
- If the employee becomes symptomatic for COVID-19 during or after self-quarantine, go to Scenario #3 above.



# SAFETY MANUAL

## PANDEMIC PREPAREDNESS & RESPONSE POLICY

- No documentation from Primary Care Provider (PCP) is required prior to returning to work.
- The local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. The Company will follow the recommendations of local public health departments.
- See **Section 2.0, #2 below** for exemptions from quarantine for fully vaccinated employees.

**Exception to Scenario #4** - Anyone who has had close contact with someone with COVID-19 and who meets the following criteria **DOES NOT** need to quarantine.

- Has had COVID-19 illness within the previous 3 months **-AND-**
- Has recovered **-AND-**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath).
- If unvaccinated, the Close Contact Employee **MUST** wear a face mask in all indoor settings for 10 days.

### 5. High Risk Travel

- If an employee travels internationally to a CDC Level 3 (High Risk) or CDC Level 4 (Very High Risk) country, they must quarantine for 14 days from the date of their return home.
  - i. See <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-andtravel-notice.html> for more information.
- If an employee travels to a State that is restricted or flagged as high risk by their home State, they must quarantine for 14 days from the date of their return home.
- No documentation from Primary Care Provider (PCP) is required before returning to work.
- See **Section 2.0, #3 below** for exemptions from quarantine for fully vaccinated employees.

## SECTION 2.0 - GUIDANCE FOR FULLY VACCINATED EMPLOYEES

This section contains policy guidance for employees that have been fully vaccinated.

1. The term “**Fully Vaccinated**” is currently defined by the CDC as follows:

**Fully Vaccinated Employees** – Employees are considered fully vaccinated:

- Two (2) weeks after their second dose in a 2-dose CDC approved COVID-19 vaccine series, like the Pfizer or Moderna vaccines, **-OR-**
- Two (2) weeks after a single-dose of a CDC approved COVID-19 vaccine, like Johnson & Johnson’s Janssen vaccine.

If it has been less than 2 weeks since your shot, or if you still need to get your second dose, **you are NOT fully protected (not fully vaccinated)**. Keep taking all prevention steps until you are fully vaccinated.

2. Employees “**Within 6-Months of Becoming Fully Vaccinated**” or Employees That Have “**Received One COVID-19 Vaccine Booster Dose after being Fully Vaccinated**” with no COVID-like symptoms following an exposure\*\*
  - Employees meeting the vaccination criteria above with no COVID-19 symptoms **do not need to quarantine for Scenarios #4 in Section 1.0 above.**



# SAFETY MANUAL

## PANDEMIC PREPAREDNESS & RESPONSE POLICY

- i. Quarantine is not required.
  - ii. The fully vaccinated employee should get tested 5 days after exposure to someone with suspected or confirmed COVID-19.
  - iii. The fully vaccinated employee **MUST** wear a mask in indoor settings for 10 days after exposure.
    1. Wearing a face mask in all indoor settings is required for 10 days or until they receive a negative test result.
  - iv. Documentation of positive or negative test results is required by the HR Team immediately upon receipt of test result by employee.
- The employee must provide documentation of full vaccination to the HR Team. A copy of the CDC Vaccination Card is the preferred method of documentation.
  - Fully vaccinated employees who do not quarantine should still self-monitor for symptoms of COVID-19 for 14 days following an exposure.
  - If COVID-19 symptoms develop after an exposure, the fully vaccinated employee with symptoms should stay home, contact their PCP for guidance and follow the policy guidance for **Scenario #3 in Section 1.0 above**.

**\*\*If it has been longer than 6 months since becoming fully vaccinated and the employee has not received one COVID-19 vaccine booster dose, the exemptions in #2 above DO NOT APPLY. Please follow the guidance for Scenarios #4 in Section 1.0 and treat as an unvaccinated employee.**

### 3. Fully vaccinated employees with no COVID-like symptoms following domestic or international travel

- Fully vaccinated employees do not need to self-quarantine following domestic travel.
- Fully vaccinated employees do not need to self-quarantine in the United States following international travel.
- Both points above apply to business and personal travel.
- For **Scenario #6 in Section 1.0 above**, if the affected employee is fully vaccinated, quarantine is not required.
- The employee must provide documentation of full vaccination to the HR Team. A copy of the CDC Vaccination Card is the preferred method of documentation.
- If COVID-19 symptoms develop after domestic or international travel, the fully vaccinated employee with symptoms should stay home, contact their PCP for guidance and follow the policy guidance for **Scenario #3 in Section 1.0 above**.

### 4. Fully vaccinated people with COVID-19 symptoms

- Although the risk that fully vaccinated people could become infected with COVID19 is low, any fully vaccinated employee who experiences symptoms consistent with COVID-19 should isolate themselves from others.
- The fully vaccinated employee with symptoms should stay home, contact their PCP for guidance and follow the policy guidance for **Scenario #3 in Section 1.0 above**.

<sup>1</sup>Olympic Steel reserves the right to modify or change these policies and procedures at any time based on the changing guidance from the CDC or other government agencies.

<sup>2</sup>Guidance adapted from U.S. Centers for Disease Control (CDC) guidelines.



## SAFETY MANUAL

### PANDEMIC PREPAREDNESS & RESPONSE POLICY

<sup>3</sup>Essential Critical Infrastructure Workers – Per the Cybersecurity & Infrastructure Security Agency (CISA), Olympic Steel, Inc. (OSI) qualifies as an essential business operating under the “Critical Manufacturing Sector”. The cessation of operation of one or more of our facilities DOES NOT cause serious harm or danger to public health or safety. As such, we are not exempt from the self-quarantine requirements for essential critical infrastructure workers who are not symptomatic.