

COVID-19 GUIDELINES FOR EXPOSURE AND SYMPTOMS

Exposure Related Guidelines		
<p>Employee has had close contact exposure to COVID-19 from someone <u>outside</u> their home.</p> <p>Close contact is defined as:</p> <ul style="list-style-type: none"> • Being within 6ft of someone who had a positive result of COVID-19 for a total of 15 minutes or more. • Provided care to someone with COVID-19 • Direct physical contact with someone with COVID-19 such as hugging, kissing, or handshaking. • Shared eating or drinking utensil • You were in contact with sick person’s respiratory droplets. 	<p>Employees who have had close contact in the past fourteen (14) days with someone with a confirmed diagnosis of COVID-19 should not report to work until cleared to return. Employees are advised to contact their primary care physician to obtain COVID-19 testing. Exposure must be reported to the employee’s Branch Manager and hr@starlease.com immediately.</p>	<p>Employee can return to work when one of the following conditions have been met:</p> <ol style="list-style-type: none"> 1. Employee has no symptoms of COVID-19 and has had no additional close contact with the positive individual in 10 days. 2. Employee presents <u>negative COVID-19 test</u> results and displays no symptoms 5 days from exposure. <p><i>On average, the symptoms of the virus develop 5 to 10 days post exposure. It is rare for someone to develop symptoms within 2 days and most who will show symptoms will have them within 11 days of exposure. The mean is 5.1 days from exposure to symptoms.</i></p>
<p>Employee has had exposure to COVID-19 from someone in their home.</p>	<p>Employees who have had close contact in the past fourteen (14) days with someone who resides in their home with a confirmed or suspected diagnosis of COVID-19 should not report to work until cleared to return. Employees are advised to contact their primary care physician to obtain COVID-19 testing. Exposure must be reported to the employee’s Branch Manager and hr@starlease.com immediately.</p>	<p>Employee can return to work when one of the following conditions have been met:</p> <ol style="list-style-type: none"> 1. Employee has no symptoms of COVID-19 and has had no additional close contact with the positive individual in 14 days. Meaning the person with COVID-19 has been in self-isolated within the home. 2. Employee displays no symptoms of COVID-19, employee <u>tests negative</u> for COVID-19 and employee has not has close contact with positive individual in 5 days. 3. Employee is caring for someone; they cannot isolate from can return when the employee has no symptoms of COVID-19 and it has been 14 days since they were first exposed.

Symptom Related Guidelines, with no known exposure

<p>Employee has a temperature greater than 100 or any (2) of the listed symptoms</p> <ul style="list-style-type: none"> • Cough (new) • Shortness of breath • Fever (over 100) • Chills • Repeated shaking with chills • Muscle pain • Headache • Sore Throat • New loss of taste or smell • Congestion or runny nose • Nausea or vomiting • Diarrhea 	<p>Employees who exhibit symptoms listed while at Star Truck Rentals must go home immediately. Employees who exhibit any of the symptoms while outside of work should not report to work. Employee must report symptoms to the employee Branch Manager and hr@starlease.com immediately.</p>	<p>Employees can return to work when the following conditions are met.</p> <ul style="list-style-type: none"> • Test results conclude that the employee does not have COVID-19, symptoms are improving, and the employee has been free of a fever for at least 48 hours without the use of fever reducing medication. • Employee is advised by their primary care physical or other health professional that it is safe to return to work, and can submit a note clearing them to work. • 10 days since symptoms first appeared and 72 hours with no fever without the use of fever-reducing medications and other symptoms have significantly improved.
<p>Employee has a confirmed diagnosis of COVID-19</p> <p><i>Employee and supervisor MUST notify the Director of HR immediately as the local health department must be notified</i></p>	<p>Employee who has a confirmed diagnosis for COVID-19 is not to report to work. Remote work may be available in some cases, if the employee is healthy enough to complete the responsibilities of the position and management approval is obtained. Confirmed diagnosis must be reported to the employee's Branch Manager and hr@starlease.com immediately.</p>	<p>Employees can return to work when the following conditions are met.</p> <ul style="list-style-type: none"> • 10 days since symptoms first appeared and 72 hours with no fever without the use of fever-reducing medications and other symptoms of COVID-19 have significantly improved. • And employee has been approved by the local Health Department to return to work.
<p>Travel</p>		
<p>Employees who are planning to travel or returning to work from travel outside the state, in which, they work and reside.</p>	<p>Employees must report all travel outside the state they reside and work to Star Truck Rentals at hr@starlease.com.</p>	<p>If upon return from travel the employee displays no symptoms of infection, including no elevated body temperature, and has had no known close contact with someone with COVID-19, they may return to work immediately. Employee's should monitor their symptoms for 14 days after travel. If they have had known contact with someone with COVID-19, please follow the know exposure guidelines.</p>