

RA Companies Corporate Offices Coronavirus Protocol

Royal American Companies values the trust you place in us as an employer to maintain a healthy workplace environment. Considering the current environment, it's important for all of us to continuously monitor the Coronavirus or COVID-19 through the CDC. The web address is: <https://www.cdc.gov/>.

The health and safety of our employees, residents, business partners, and vendors is a top priority. Therefore, we have implemented the following precautionary measures to address COVID-19:

- Any employee not feeling well is asked to stay at home, consult with their doctor (if needed), and notify their supervisor;
 - Supervisors are asked to send employees home who are displaying symptoms of COVID-19. (Refer to CDC website for a list of symptoms <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>);
 - Employees that test positive, are required to isolate by their physician, or have close contact (less than 6' for 15 min. or more) exposure to a confirmed positive test, should inform their supervisor immediately. Supervisors must inform Human Resources as soon as they are aware. Employees must follow the quarantine guidelines detailed below:
 - **Return to Work Guidelines for employees who test positive:**
 - Quarantine can end after Day 5 and then a mask must be worn in the office for 5 days when social distancing is not possible
 - Asymptomatic employees quarantine period starts on the day they receive a positive test result
 - Symptomatic employees quarantine period starts on the first day they have symptoms (not the day they receive a positive test result)
 - Persons can discontinue quarantine at these time points only if the following criteria are also met:
 - No clinical evidence of COVID-19 has been elicited by daily symptom monitoring[†] during the entirety of quarantine up to the time at which quarantine is discontinued; and,
 - Daily symptom monitoring continues through Day 10
 - **Return to Work Guidelines for employees with close contact to a positive case:**
 - Employees that have been exposed to a known positive case and are *asymptomatic* can continue to work so long as they do not become symptomatic or test positive for COVID-19. Exposed employees must adhere to the following guidelines: Wear a mask while at work or in public on company business when social distancing is not possible for 10 days from the last exposure, practice social distancing and good handwashing techniques. If symptoms develop or the employee tests positive for COVID-19, the employee cannot be at work or come to work.
- Employees who are not fully vaccinated may attend company paid conferences/large events but will be required to show proof of a negative COVID test result prior to returning to the office.

These measures may change as the coronavirus situation evolves.

Thank you for your understanding and commitment during this time. Should you have any questions or concerns about this protocol, please contact your supervisor, the HR Hotline 850-914-8456, or email HRDept@royalamerican.com.