

## RAM Site COVID-19 Action Plan

- 1) Complete an incident report for site staff or residents who we **know** to test positive for COVID-19 or related strains.
- 2) Forward “test positive” confirmation paperwork to HR.
- 3) Send out the NAA generic letter to all residents that “there is a confirmed case of COVID-19 at the site. Take extra precautions”. **We need to be very careful and not provide personal info/ identification of infected person.**

### Return to Work Guidelines for employees who test positive:

- Quarantine can end after Day 5 and then a mask must be worn 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<sup>†</sup> 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 at all times 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 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 prior to returning to the office.**
- **Sanitizing:** Clean offices normally and do a deep clean once per week. Clean high traffic areas frequently during the day.
- **Office Operations:** After cleaning and sanitation, RAM may hire temp staff to cover the property during any required quarantine.

These measures may change as the coronavirus situation evolves.

Should you have any question or concerns about this protocol, please contact your supervisor, the HR hotline 850-914-8456, or email [hrdept@royalamerican.com](mailto:hrdept@royalamerican.com)