

**COVID Protocols
06/2022**

Previous	Updated Protocol
Global employee voluntary disclosure of vaccine status; assumed unvaccinated status for anyone who elects to NOT voluntarily disclose	No change; Maintain the voluntary vaccine status disclosure <ul style="list-style-type: none"> • NYC is still under a vaccine mandate • Some clients still requiring confirmation of employee vaccine status
N/A	Booster status – Encourage employees to also provide information regarding vaccine boosters in ADP
Office Masking – Masks required in all offices if employee is unvaccinated or if the employee’s vaccine status is undisclosed (assumed unvaccinated)	Discontinue - All state/local masking requirements, except for areas of public transportation, have been removed. The US CDC guidance is to “wear a mask when there is a lot of COVID in your community; and to wear a mask in public places where there are a lot of people around”. Employees are certainly free to make personal choices to continue masking in the office if they so choose.
The Company requires full vaccination for any business travel	No change
Employees required to notify HR of a known COVID exposure as soon as possible	Discontinue
Employee has known COVID Exposure (in “close contact” with a positive case) – If unvaccinated, 10days WFH/quarantine. If vaccinated, no quarantine required, unless displaying symptoms; testing after 5days encouraged	Change to current US CDC guidelines: If you have been boosted or completed the primary series of Pfizer/Moderna vaccine within the last 6months, or the J&J series within the last 2months: <ul style="list-style-type: none"> • Wear a mask around others for 10 days • Test on day 5 if possible • If you develop symptoms get a test and quarantine If you completed the Pfizer/Moderna series over 6months ago and are not boosted, completed the J&J series over 2months ago, or are unvaccinated: <ul style="list-style-type: none"> • Quarantine for 5 days; After that continue to wear a mask around others for 5 additional days • If you can’t quarantine, you must wear a mask for 10 days • Test on day 5 if possible If you develop symptoms get a test and quarantine
Employees required to notify HR of Positive COVID status as soon as possible	<ul style="list-style-type: none"> • No change
Employee confirmed as COVID positive – WFH/quarantine for 10days.	Change to current US CDC guidelines: <ul style="list-style-type: none"> • WFH/quarantine for 5 days (including weekends) • After the 5th day IF you are asymptomatic, then you can return to the office but MUST wear a mask in the office the first 5 days after returning If you still have any symptoms, you should continue to WFH/quarantine for the original 10 days (including weekends)

<p>Contact Tracing – HR would execute contact tracing to identify other employees in “close contact” (close contact as defined by the CDC as within 6ft of someone for longer than 15 minutes) with a positive employee within 48hrs of symptoms or positive test</p>	<ul style="list-style-type: none"> ● Discontinue - The US CDC no longer recommends universal COVID-19 case investigation and contact tracing. They are instead encouraging health departments to now prioritize these efforts for high-risk settings.
<p>Exposure Notifications – HR would notify any employee identified as a “close contact” within the window of 48hrs of symptoms or positive test</p>	<ul style="list-style-type: none"> ● Discontinue - The US CDC no longer recommends universal COVID-19 case investigation and contact tracing.
<p>Business travel COVID-related insurance coverage</p>	<p>Company Travel Insurance (Zurich) provides medical coverage for US/CN employees as they are traveling <u>internationally</u>, but does <u>NOT</u> provide non-medical coverage (such as quarantine expenses, changing or rescheduling flights, etc.). For employees that may be quarantined or delayed due to COVID, the Company will provide the necessary support/coverage of the usual travel expenses (e.g., lodging, food, transportation, etc.) to the employee until free to resume travel and return home.</p> <p>Company Travel Insurance does NOT provide medical coverage for employees traveling domestically - this would be covered by the employee's medical insurance or workers' compensation.</p>