

## CORONAVIRUS POLICY

COVID-19, the infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) remains a serious health concern. Given the seriousness of the threat, IES has taken proactive steps to address several business concerns. **First and foremost, IES is committed to maintaining a safe workplace in order to protect the health of employees, customers and visitors. IES is also committed to the continuity of business operations during this global pandemic.** The policies described below are intended to achieve these objectives. We will continue to monitor advice and information on this important issue and modify these policies, as necessary.

### STAYING HOME WHILE ILL

Many times, with the best of intentions, employees report to work even though they feel ill. Employees should self-screen for COVID-19 prior to entering a worksite. Workers should not enter a worksite under any of the below circumstances:

- You have any symptoms of COVID-19 - Fever (100 degrees F or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
- You are waiting on test results or are undergoing evaluation for SARS-CoV-2 infection
- You have been diagnosed with COVID-19 in the prior 10 days
- You have had close contact to someone with COVID-19 during the prior 14 days – Close contact is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or for asymptomatic patients, 2 days prior to test specimen collection)

**Please check with your supervisor regarding the illness policy at your worksite.**



## PREVENTING THE SPREAD OF COVID-19 IN THE WORKPLACE

We ask all employees to cooperate in taking steps to reduce the transmission of illness in the workplace. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. By all reports, **the best strategies for reducing the transmission of respiratory illness include social distancing, facial coverings, and frequent hand-washing with warm, soapy water.**

**Please check your supervisor regarding the COVID-19 Prevention Plan at your worksite.**

## REPORTING CONCERNS AT THE WORKSITE

In the event you are concerned about a COVID-19 hazard in your workplace, please contact your worksite supervisor, or IES Human Resources at 858-715-5100. You may also reach out to Miranda Svindland, HR Representative [msvindland@innovative-es.com](mailto:msvindland@innovative-es.com) or 858-715-5102.

## TRAVELING FOR WORK

If you travel for work, please check the CDC's Traveler's Health Notices at [wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel) for the most current guidance and recommendations. Please keep in mind that all international travel requires pre-approval. If you must travel internationally for work, please send IES the dates of travel, method of travel and reason for travel.

## CONFIDENTIALITY OF MEDICAL INFORMATION

Our policy is to treat any medical information obtained from a disability-related inquiry or medical examination, as well as any medical information voluntarily disclosed by an employee, such as contracting COVID-19, as a confidential medical record. IES will follow federal, state and local laws for recordkeeping and reporting of COVID-19 illness.