

Procedures for Determining Risk of Exposure

1. If a member of an employee's household is diagnosed: Employee should notify work and determine risk based on assessment shown below.
2. If an employee is diagnosed with coronavirus: All employees will be informed of their possible exposure to the virus (maintaining confidentiality of infected person). All employees will undergo risk assessment of exposure.

CDC Risk Determination:

High Risk

- Living in the same household as, being an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection **without consistently using recommended precautions** for [home care](#) and [home isolation](#).
 - The same risk assessment applies for the above-listed exposures to a person diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing.
- Travel from Hubei Province, China.

Medium Risk

- Close contact with a person with symptomatic laboratory-confirmed COVID-19 infection, and not having any exposures that meet a high-risk definition.
 - The same risk assessment applies for close contact with a person diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing.
 - On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with 2 seats in each direction ([refer to graphic above](#)).
- Living in the same household as, an intimate partner of, or caring for a person in a nonhealthcare setting (such as a home) to a person with symptomatic laboratory-confirmed COVID-19 infection **while consistently using recommended precautions** for [home care](#) and [home isolation](#).
- Travel from mainland China outside Hubei Province AND not having any exposures that meet a high-risk definition.

Low Risk

- Being in the same indoor environment (e.g., a classroom, a hospital waiting room, or other public venue) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact.
- On an aircraft, being seated within two rows of a traveler with symptomatic laboratory-confirmed COVID-19 but not within 6 feet (2 meters) ([refer to graphic above](#)) AND not having any exposures that meet a medium- or a high-risk definition ([refer to graphic above](#)).

No Identifiable Risk

- Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room.

Company Response to risk determinations above:

High Risk:

Remain isolated according to local official's orders whether you are exhibiting symptoms or not.

Medium Risk:

If you are NOT exhibiting symptoms: Avoid group settings, practice social distancing (maintain at least 3 feet from others). Will determine with local public health officials on a case-by-case basis whether you should come to work (based on distance from others and responsibilities). Will not be allowed in the break room or office area.

If you ARE exhibiting symptoms: Self-isolate and seek medical advice.

1. Call your doctor before visiting any clinic or waiting room, which could further spread your symptoms to others unknowingly.
2. Call the (SD) state hotline at 1-800-997-2880 for the most current information and further instructions.

You may be required to show documentation from a medical professional saying you are able to return to work. We will cooperate with the advice from the two sources above in determining return-to-work.

Low Risk:

Can come to work as long as you are NOT exhibiting symptoms. Please self-observe for 14 calendar days. It is recommended that you check your temperature before coming to work. If experience symptoms: Self-isolate and seek medical advice.

Sources:

https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fguidance-business-response.html

<https://hbr.org/2020/02/lead-your-business-through-the-coronavirus-crisis>