

## Reporting Procedures

In order to prevent the spread of COVID-19, the following reporting procedures must be adhered to by all Z-MEDICA employees:

- Employees are advised to check themselves for symptoms of COVID-19 before starting work and **notify their supervisor** and stay home if they are sick or showing any signs of illness
- Employees who think they have been exposed to COVID-19 must **notify their supervisor** immediately to evaluate the risk level exposure
- Employees who have someone in their home with COVID-19 are considered high risk exposure and must **notify their supervisor** immediately and stay home until further guidance
- Any employee who has traveled internationally in a region where COVID-19 is active, or has returned from a cruise, must **notify their supervisor** immediately must stay home and self-monitor for fourteen days, subsequent to returning
- Any employee seeking medical attention and/or has had a COVID-19 test must **notify their supervisor**, stay home and follow the instructions from your healthcare provider
- Z-MEDICA requires that any employee who has tested positive for COVID-19 must immediately **notify their supervisor** and isolate themselves for a **minimum of seven (7) days after symptom onset or a positive test AND must be fever free without the use of fever reducing medicine and symptom free for at least 3 days**. Both criteria must be met in order for the employee to return to work.
  - Example 1: If an employee tested positive, isolated for 7 days, but were fever free and feeling well on day 4, he/she should not return to work until day 8. They would have isolated for the minimum 7 days and been fever and/or symptom free for 3 days.
  - Example 2: If an employee tested positive, isolates, but fever and symptoms do not end until day 12 after a positive test, he/she could not return until day 16. Even though the minimum seven-day isolation requirement was met, the staff member could not return to work until they were fever free and symptom free for 3 days.

