



## Upreach, LLC COVID-19 Guidelines

Scenario	Process	HR Steps Needed
Staff member has a positive test confirming COVID-19 diagnosis	Staff member must quarantine for <b>10 days</b> . Must be asymptomatic or provide medical documentation before returning to work.	Submit PTO request if applicable. File for Unemployment. Documentation sent to Nate
Staff member has COVID-19 symptoms with no known exposure or confirmed diagnosis	Staff member encouraged to seek medical attention. Off work for at least <b>24 hours</b> with no fever or other symptoms or documentation from medical provider approving return to work.	Submit PTO request if applicable. Documentation sent to Nate
Staff member has first degree exposure to confirmed COVID-19 case. Staff member has no symptoms or diagnosis.	Staff member must quarantine for <b>72 hours</b> . Must be asymptomatic for <b>24 hours</b> or provide medical documentation before returning to work.	Submit PTO request if applicable. Documentation sent to Nate
Household member is diagnosed with a confirmed COVID-19 case. Staff member has no symptoms or diagnosis.	Staff member must quarantine <b>for 10 days</b> . Must be asymptomatic or provide medical documentation before returning to work.	Submit PTO request if applicable. File for Unemployment. Documentation sent to Nate
Staff member has second degree exposure to confirmed COVID-19 case. Staff member has no symptoms or diagnosis.	No change to work arrangements. Practice social distancing requirements. Follow workplace guidelines and precautions.	N/A
Staff member has first degree exposure to someone with COVID-19 symptoms, but no confirmed diagnosis. Staff member has no symptoms or diagnosis.	No change to work arrangements. Practice social distancing requirements. Follow workplace guidelines and precautions.	N/A

Household member has COVID-19 symptoms with no confirmed exposure or diagnosis. Staff member has no symptoms or diagnosis.	No change to work arrangements. Practice social distancing requirements. Follow workplace guidelines and precautions.	N/A
Staff member has second degree exposure to someone with COVID-19 symptoms, but no confirmed diagnosis. Staff member has no symptoms or diagnosis.	No change to work arrangements. Practice social distancing requirements. Follow workplace guidelines and precautions.	N/A
Staff member completes a temperature check at work and registers a temperature of 99.4 or above.	Staff member is sent home and encouraged to seek medical attention. If the staff member is not experiencing other COVID-19 symptoms, they may return to work after 24 hours of being fever free OR with documentation from their medical provider.	Submit PTO request if applicable. Documentation sent to Nate
Staff member is working normal duties and requests PTO or unpaid leave of absence.	Determine if coverage can be accommodated.	Submit PTO request
First Degree Exposure- Within 6 ft of a confirmed case for 15+ minutes	Second Degree Exposure- Outside 6 ft range of a confirmed case or within 6 ft of First Degree Exposure.	

This policy is subject to change and/or edit at any time by Upreach, LLC. You will be notified of any changes.

*Revised 7.21.20*