

COVID-19 Infectious Disease Control Policy

Coronavirus disease (COVID-19) is a respiratory illness with symptoms that include fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. The purpose of this policy is to ensure the health and safety of our associates, visitors, clients, and vendors during the current public health emergency.

Nondiscrimination:

Physicals Plus Health & Wellness will not discriminate against any job applicant or employee based merely on the fact the individual has COVID-19. However, Physicals Plus Health & Wellness reserves the right to exclude a person with COVID-19 from workplace facilities, programs and functions if the company finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the workplace. All decisions will be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has the disease, and a careful weighing of the identified risks.

Workplace Safety:

In light of the current situation, Physicals Plus Health & Wellness has adopted the following practices to minimize potential exposure of employees to COVID-19 in our workplace. Employees are urged to:

- Wear masks or cloth face coverings (see below).
- Conduct virtual meetings instead of in-person meetings.
- Practice social distancing (staying at least 6 feet away from others).
- Avoid unnecessary travel and cancel or postpone nonessential meetings and trainings.
- Avoid gathering in breakrooms, work rooms, and other areas where groups congregate.



- Wash hands often with soap and warm water for at least 20 seconds.
- Avoid touching their eyes, nose, and mouth.
- Keep workspaces clean using company-provided cleaning supplies.
- Cover coughs and sneezes with a tissue or the inside of the elbow.
- Where possible, avoid public transportation and recreational activities where you might come into contact with contagious individuals.

Stay Home if Sick:

Employees should notify their supervisor of any symptom related to COVID-19, including fever, cough and/or acute respiratory symptoms and those with symptoms should stay home. If an employee shows symptoms of acute respiratory illness at work, they will be sent home immediately.

Face Coverings at Work

Until further notice, employees must generally wear a facemask or cloth face covering that covers their mouth and nose while in the workplace, except to the extent an employee is using break time to eat or drink (employees must still ensure social distancing). If required by federal, state, or local rules, Physicals Plus Health & Wellness will provide masks or face coverings to employees. If face coverings are inappropriate in the employee's particular work environment or if the employee's job duties and risk of exposure require additional protections, Physicals Plus Health & Wellness may provide personal protective equipment (PPE), such as face shields and respirators. Employees that cannot wear a mask, face covering, or other PPE due to a medical condition or religious belief should notify the Human Resources Department. Physicals Plus Health & Wellness may be able to provide a reasonable accommodation, unless it would impose an undue hardship on the company. If you have questions about reasonable accommodations, please contact Human Resources Department.

Unless prohibited by state or local rules, in workplace settings where employees are working alone (such as a private office) with little or no expectation of in-person interruption, employees may remove their masks or face coverings. However, employees must still wear a mask or face covering from the time they enter the building until the time they arrive at their work station and at any time they are leaving their work station and moving around common areas. Employees should contact the Human Resources Department to verify state and local rules that allow for this exception and whether their situation qualifies as working alone.

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Note: Employees must maintain social distancing even when wearing a mask or face covering.

Report Potential Exposure:

Employees should notify their supervisor or the Human Resources Department if they have been in contact with someone who has COVID-19, even if the employee is asymptomatic. If an employee has recently traveled to a location that has identified as having an active outbreak and is considered “high risk,” the employee should notify their supervisor or the Human Resources Department as well. These employees may be asked to isolate/work from home for 14 days.

Provide Notice of Absences:

Employees who will be absent from work should generally follow Physicals Plus Health & Wellness regular procedures for notifying the company of the need for time off.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee and/or their healthcare provider, subject to applicable laws. Where allowed, Physicals Plus Health & Wellness may request medical information to confirm an employee’s need to be absent and to know that it is appropriate for the employee to return to work. Physicals Plus Health & Wellness will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease.

Work-Related Travel:

All nonessential work-related travel is restricted without the prior written authorization of a supervisor. Before providing authorization, supervisors must check for the latest guidance and recommendations for each country and location to which the employee will travel. Employees must monitor themselves for COVID-19 symptoms before starting or after completing travel and are required to notify their supervisor and stay home if they are sick prior to or after travel.

Personal Travel:

Employees must report any personal travel plans, whether domestic or international, to their supervisor before departure. Employees have a responsibility to stay up to date with federal, state, and local travel restrictions and comply with applicable quarantine requirements. Depending on the situation, Physicals Plus Health & Wellness may ask the employee to follow certain steps, such as working from home for a 14-day period, before returning to the workplace.

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Working from Home:

At this time, employees should be following all guidance from public health officials, state and local governments and the company regarding work from home policies and requirements. If an employee has a heightened health concern and wants to work from home, and has the ability to perform their job away from Physicals Plus Health & Wellness premises, they should contact their supervisor. They do not need to disclose their health information. Requests will be handled on a case-by-case basis. Below are examples of heightened health situations that might cause concern.

The employee:

- Is immunocompromised or lives with someone who is
- Lives with an older family member who has a higher risk for the infection
- Is pregnant
- Has children home from school due to school closure and doesn't have childcare coverage
- Is experiencing significant mental health symptoms

Supervisors may modify job responsibilities if possible, to enable associates to work from home. Associates are expected, if able, to work from home during the 14-day isolation period if applicable.

Retaliation Prohibited:

Physicals Plus Health & Wellness will not take adverse action against an employee for exercising their rights under applicable laws.

If you have questions about this policy, contact your supervisor or the Human Resources Department.

Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties. I also understand that any and all company data and/or equipment in my possession must be turned over to Physicals Plus Health & Wellness at separation of employment.

Print Name: _____

Date: _____

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Signature: _____