# ALKO DISTRIBUTORS, INC.

Updated 11/06/2020

COVID-19 Positive Test Policy – 2020

In the event there is an employee that tests positive for the COVID-19 virus and has been working and/or has had close contact with co-workers in any Alko/Gallo/Scrub Pro location, we have set forth the following guidelines:

1) Employees who have **tested positive** for the COVID-19 virus must present documentation to management and will be instructed to quarantine for **at least** 10 days.

Furthermore, any employee of Alko/Gallo/Scrub Pro who **lives in the same household** **as someone who has tested positive** for the COVID-19 virus will also be instructed to quarantine for 10 days from the date of the positive test or 10 days from the onset of the symptoms. Documentation of the positive test must also be presented to management.

Alko/Gallo/Scrub Pro will follow the CDC guidance in all policies relating to COVID-19.

## **How to discontinue home isolation**

**People with COVID-19 who have stayed home (home isolated)**can leave home under the following conditions\*\*:

* + You have had no fever for at least 24 hours (that is one full day of no fever **without** the use of medicine that reduces fevers)  
    **AND**
  + other symptoms have improved (for example, when your cough or shortness of breath have improved)  
    **AND**
  + at least **10 days** have passed since your symptoms first appeared

**People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated)**can leave home under the following conditions\*\*:

* **If you have not had a test** to determine if you are still contagious, you can leave home after these two things have happened:
  + At least 10 days have passed since the date of your first positive test  
    **AND**
  + you continue to have no symptoms (no fever, cough or shortness of breath) since the test.

2) The Families First Coronavirus Response Act provides that employees of eligible employers can receive two weeks (up to 80 hours) of paid sick leave at 100% of the employee’s pay where the employee is unable to work because the employee is quarantined, and/or experiencing COVID-19 symptoms, and seeking a medical diagnosis.

3) Alko/Gallo/Scrub Pro will follow the following protocol when informing others about a positive test.

* ADA privacy rules: We will not reveal the fact of a positive test to other colleagues, unless instructed to.
* Co-workers may be contacted verbally and/or in writing that the company has reason to believe that they may have been in contact with an employee who has tested positive for COVID-19.