

ALKO DISTRIBUTORS, INC.

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 will be instructed to quarantine – meaning self-isolation, not coming into work or if approved and able to work remotely for at least 14 days. Before ending home isolation, consult/follow the CDC guidance:

How to discontinue home isolation

(CDC Guidelines)

People with COVID-19 who 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 three things have happened:
 - You have had no fever for at least 72 hours (that is three full days 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
- **If you have had a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a 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
 - you received two negative tests in a row, at least 24 hours apart.

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 cough or shortness of breath) since the test.
- **If you have had a test** to determine if you are still contagious, you can leave home after:
 - You received two negative tests in a row, at least 24 hours apart.

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.
- At risk employees (those who have had close contact) will be instructed to self-isolate for 14 days, watch for symptoms and contact their healthcare provider.