



CORPORATE HEADQUARTERS
9704 E. 30th Street Indianapolis, Indiana 46229

FAQ – Phase Protocol:

Types of exposure: *(See attachment)*

1. Direct Exposure: You were within 6ft for more than 15 minutes of someone who tested positive.
 - You must quarantine.
 - It is recommended you get tested.
2. Indirect Exposure: You were with someone who has been exposed to another person that tested positive.
 - You do not need to quarantine at this time unless you have symptoms yourself.
3. What to do if exposed:
 - Remove yourself from area immediately and call your immediate supervisor and/or location manager, then notify HR.
 - If you have been in close contact with someone who has tested positive for more than 15 minutes but **DO NOT HAVE SYMPTOMS** yourself: you must quarantine for a 14 days from the last time of contact. It is recommended you get tested and report the results to HR.
 - If you have been in close contact with someone who has tested positive for more than 15 minutes and **DO HAVE SYMPTOMS** yourself: Quarantine immediately and get tested. Follow doctor/Medical official's recommendation for timeframe.
 - **If you have been tested for Covid-19:** Quarantine until results are given and respond accordingly. Notify HR immediately when tested for further instructions.
4. Notify HR of all direct exposures, tests in progress, and confirmed positive test results.
 - Manager must Email Covid@Palmertrucks.com notifying of possible positive, someone testing and confirmed positive test.
 - Anyone may call HR at any time with questions.
5. Testing:
 - Each manager has the right to request an employee to be tested before returning to work.
 - If you must quarantine due to direct exposure or a positive test result, you must complete the quarantine as instructed by your healthcare provider and/or local Health Department.
 - If you have symptoms of Covid-19 you **MUST** quarantine and are strongly encouraged to get tested.
 - Testing locations:
 - <https://www.hhs.gov/coronavirus/community-based-testing-sites/index.html#in>

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Each incident will be evaluated on a case-by-case basis by HR Senior Management.

6. Pay Options:
- The succeeding pay options shall be presented if an employee:
 - Has direct exposure (Direct contact)
 - Has symptoms
 - Tests positive
 - Quarantine or Isolation by reason of health department, government direction, and/or Palmer Trucks.
 - If an employee MUST quarantine, they shall be offered the following for compensation during this time.
 - Vacation/personal days will be used first
 - Training package (if applicable) May be offered
 - WFH if applicable
 - May be excused absents if employee wishes – only for 14 day period
 - Confirmed positive result must be received for further guidance.



Example Of COVID Exposure

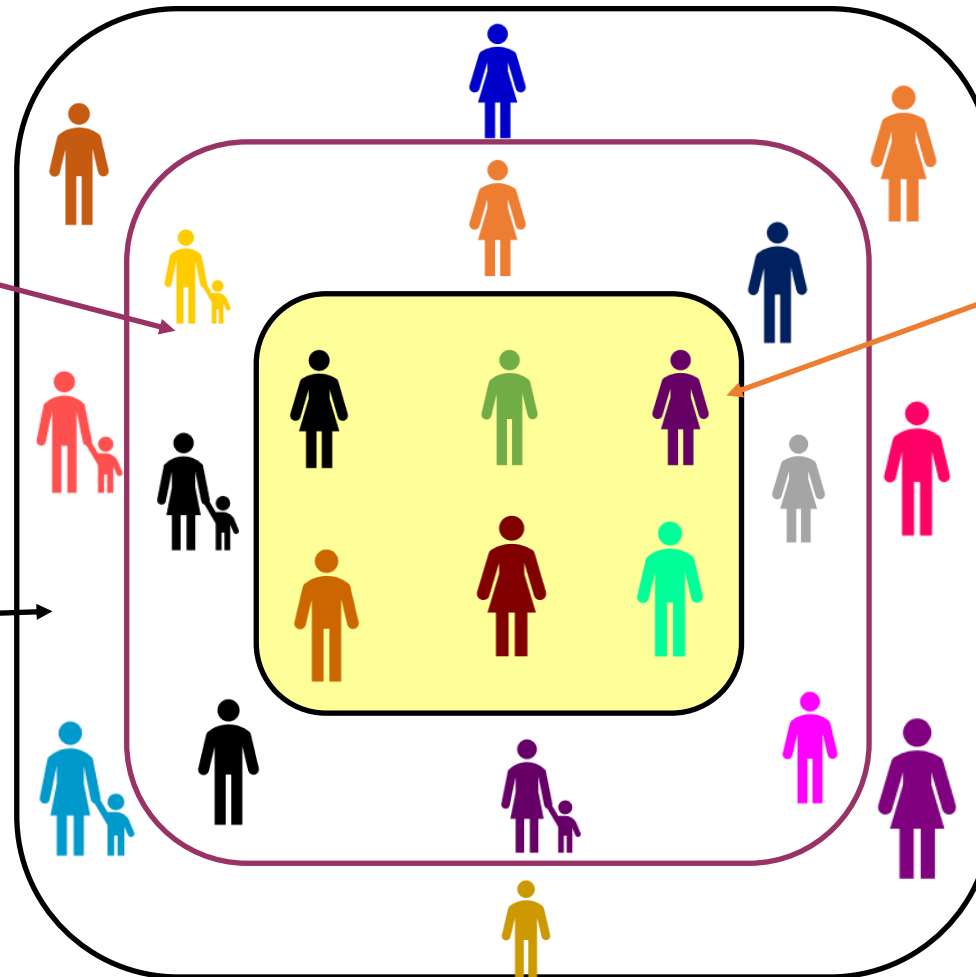
These people have direct or close contact with someone who is positive for COVID-19. See below for definition for close contact.

These people are in quarantine for 14 days after the last exposures.

These people are low risk, exposure, they need to watch for symptoms for 14 days. This group can continue to work and attend school.

What Is A Close Contact?

- ◆ Sustained contact of 15 minutes close contact at ONE time.
- ◆ Those with face-to face contact, especially during strenuous activity or frequent public exposure, are at higher risk.



These people have tested positive for COVID-19 OR are waiting on COVID-19 test results Or have symptoms of COVID-19.

They are now in Isolation.

These people can be taken out of isolation when:

- ◆ At least 10 days since symptoms first appeared **and**
- ◆ At least 24 hours with no fever without fever-reducing medication **and**
- ◆ Symptoms have improved

Source: CDC

Close Contact IS NOT!

- ◆ Talking or meeting with someone while social distanced
- ◆ Passing someone in the hallway (mask still required).

Hamilton County Health Department

Health Education Division



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