



Memorandum

Travel Precautions and Return to Work Procedures for Coronavirus Disease 2019 (COVID-19)

As a safety precaution in the wake of the Coronavirus Disease 2019 (COVID-19), Ardmore will exercise specific measures for any Ardmore employee that plans to travel to any location with widespread or ongoing community spread of the disease.

Depending on your travel history, you will be asked to stay home for a period of 14 days from the time you left an area with widespread or ongoing community spread (Level 3 Travel Health Notice).

Countries that have a Level 3 Travel Health Notice (widespread, ongoing transmission):

- China ([Level 3 Travel Health Notice](#))
 - More information for [Travelers from China arriving in the United States](#)
- Iran ([Level 3 Travel Health Notice](#))
- Italy ([Level 3 Travel Health Notice](#))
- Most of Europe ([Level 3 Travel Health Notice](#))
- South Korea ([Level 3 Travel Health Notice](#))

Procedure

There is currently no vaccine available for COVID-19, however, preventative measures like hand-washing, avoiding contact with people who are sick, staying home when sick, avoid touching eyes, mouth, and nose, covering coughs and sneezes, and disinfecting frequently are recommended by local and federal health officials.

Common symptoms of the COVID-19 virus are like respiratory illnesses such as, common cold and flu, which could include coughing, fever and shortness of breath. If you show symptoms similar to the aforementioned:

- I. Call your health care provider before visiting the office – this will give the medical staff the advance notice necessary to ensure isolation provisions are in place prior to your arrival to safeguard you, staff and other community members.
- II. Follow the guidance of the health care provider in terms of treatment.
- III. In the event of required quarantine, employees will be required to notify Human Resources telephonically to report their “self-quarantine” status.
- IV. Human Resources will advise the employee of their return to work date and follow-up with written confirmation.
- V. Employees will report to Human Resources to obtain clearance to return to work, prior to working their assigned shift – employees will not be required to provide a doctor’s note to return to work after a 14-day quarantine that does not yield a positive test for COVID-19.
- VI. Failure to return to work on the established return to work date may result in voluntary termination due to job abandonment.
- VII. If an employee tests positive for the COVID-19, immediate notification should be provided to the Human Resources Department.



Compensation and Benefits

Employees will be permitted to use accrued unused sick and/or vacation leave for the duration of the 14-day period. If an employee does not have enough sick or vacation leave to cover this period, they will be allowed to go into a negative leave balance not to exceed 14 days.

Employees within their 90-Day Introductory period will be allowed to receive special considerations during the COVID-19 declared State Emergency. Introductory employees will be allowed to use accrued sick and or/vacation leave in the event of need. If an introductory employee does not have enough sick or vacation leave to cover this period, they will be allowed to go into a negative leave balance not to exceed 14 days.

Employees enrolled in an Ardmore group sponsored benefit plan will be responsible for the continuation of their employee contribution towards enrolled benefits. Failure to maintain payments may result in cancellation of coverage.

What to Do If You Get Sick

If you get sick with fever (100.4°F/38°C or higher), cough, or have trouble breathing:

- Seek medical care. Call ahead before you go to a doctor's office or emergency room.
- Tell your doctor about your recent travel and your symptoms.
- Avoid contact with others.

If you need to seek medical care for other reasons, such as dialysis, call ahead to your doctor and tell them about your recent travel to an area with widespread or ongoing community spread of COVID-19.

Stay up to date with Ardmore's operating status and more by visiting www.ardmoreenterprises.org.

Should you have any questions or concerns regarding this memorandum, you may contact Human Resources.

CDC Links

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/communication-resources.html>

Ardmore reserves the right to amend this memorandum at its discretion.