



Notice of Workplace Exposure to a Communicable Disease

December 13, 2022

We have had employees throughout the company report positive Covid-19 test results over the past few weeks. Covid-19 is still a real factor in our day-to-day lives, including here at work.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly through respiratory droplets produced by an infected person and between people who are in close contact with one another (within 6') for at least 15 minutes.

If you experience symptoms of COVID-19 illness, please inform Jeannine McDonald in human resources at 207 864-5671, ext. 108, and contact your health care provider if you need medical assistance.

Symptoms include fever, cough or shortness of breath, sore throat, loss of taste or smell. Saddleback will keep all medical information confidential and will only disclose it on a need-to-know basis. Do not work if you have symptoms.

Saddleback will follow return to work protocols recommended by the CDC.

The CDC's current recommendation for return-to-work policy is as follows:

- Employees who test Covid **positive** with zero or **improving symptoms** (asymptomatic), may return to work 5 days after the positive test. They should shelter in place and isolate from the public for 5 days. When returning to work, they *must* wear face coverings in ALL areas for 5 days (through day 10). The positive test date is day 0 and we count from there.
- Employees who test Covid positive and have moderate symptoms must quarantine in place and may return to work after 10 days (if no fever for 24 hours and symptoms are improving). The positive test date is day 0 and we count from there. When returning to work, they must wear face coverings for 5 more days in ALL areas.
- Refer to CDC website for more information

Saddleback continues to follow the CDC's recommendation when making Covid policy.

Saddleback is taking measures to ensure the safety of our employees during this coronavirus outbreak. Some measures include:

- Posting this Covid-19 procedures on our SB community page
- Routinely disinfected workspace and public areas.
- Updated the HVAC system to dramatically increase air flow in common spaces
- Creating a safe bathroom environment w/ touchless flush & plume-less toilets, touchless water, and paper towels.

We are a transparent organization. Suggestions may be made by contacting your direct supervisor, Jeannine McDonald in human resources, or Jim Quimby, GM.

For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.

Best Wishes, Jeannine