



Date: 11/16/2020  
To: All Employees  
From: Christo Kok, CEO

## COVID-19 Follow Up Memo

Segers is classified as an essential business per the CDC guidelines and requirements. We will continue to adhere to The Centers for Disease Control and Prevention (CDC) guidelines when handling all COVID-19 related scenarios.

This memo clarifies the definition of “close contact” and how we at Segers will not only adhere to the CDC guidance, but also take a few additional precautionary steps.

For clarification purposes, employees may have been exposed if:

- The person was within six feet of an infected individual “for a **cumulative** total of 15 minutes or more over a 24-hour period.”
- The CDC recommends determining close contacts starting from **two days prior** to the infected person’s onset of symptoms or positive COVID-19 test, whichever occurs first, until the time the infected person meets the CDC’s [criteria for discontinuing home isolation](#).

If you are concerned that you fall within this definition, please immediately contact your supervisor and complete the exposure questionnaire and submit the form through your lead to HR (this form can also be obtained from HR and will be available on ADP link).

In the event that you are deemed an exposed individual then the following will apply:

1. Contact your lead and HR and inform them of your exposure.
2. You will be required to immediately leave the premises and go for a COVID-19 test. HR will supply you options of close-by testing facilities that offer a rapid test.
3. If your test result is positive, then follow the CDC guidelines and stay at home for 10 days after exposure and only return to Segers if you are symptom free per the required guidelines.
4. If your test is negative, you will be required to return to work following a verified negative test result. You will have to submit the negative result documentation to HR. The following monitoring will apply for a 14-day period post your test:
  - You will only be allowed to work if you remain symptom free. Should you develop symptoms while at work please immediately notify your lead and HR and leave the premises.
  - A temperature check will be performed every morning by your supervisor prior to you reporting to your workstation.



- You will be required to wear a mask at all times while in the workplace.
- Wash your hands frequently with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth.
- Stay at least 6 feet (about 2 arms' length) from other people when possible.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash.
- Clean and disinfect your workstation frequently.
- Be alert for symptoms! Watch for fever, cough, shortness of breath, or other symptoms of COVID-19 such as chills, new loss of taste or smell, muscle pain, sore throat, headache, etc.
- If you develop flu or other COVID-19 symptoms at home, contact your medical provider and supervisor and do not report to work.

We will continue to monitor CDC guidance and update our processes, procedures and protocol where required. If you have any questions, please let me know. You may also contact your supervisor or Human Resources.

Best Regards,

Christo

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Christo Kok  
President / CEO