

To maintain a safe and healthy working environment, the Company is requiring that team members take the following measures to mitigate the transmission of COVID-19 in our workplace.

Beginning of Each Shift:

Until further notice, the Company will require that team members certify electronically prior to the start of each work shift that each of the following statements are true and accurate in all respects:

1. Team member responses to each of the following questions is **“NO”**.
 - a. Have you experienced any of the following symptoms at any time during the 72-hour period before your next scheduled start time?

Fever or chills	Cough
Shortness of breath or difficulty breathing	Fatigue
Muscle or body aches	Headache
New loss of taste or smell	Sore throat
Congestion or runny nose	Nausea or vomiting
Diarrhea	

- b. Are you isolating or quarantining because you may have been exposed to a person with COVID-19, or have tested positive for COVID-19?
- c. Are you currently waiting on the results of a COVID-19 test related to symptoms or exposure?
- d. Within the past 14 days, have you been in close contact (6 feet/2 meters or closer for a cumulative total of 15 minutes) with:
 - Anyone who is known to have laboratory-confirmed COVID-19?
OR
 - Anyone who has any symptoms consistent with COVID-19?

Important Note: If you have not been vaccinated and are unable to certify as to the above, **you may not report to work** and should notify your manager of the expected absence. If your answer to item (b) above was “yes,” please report the relevant circumstances when you notify your manager. Team members that are fully vaccinated and are asymptomatic are not required to quarantine when they have been exposed to a person with COVID-19. They may report to work, so long as they are symptom free.

If the Company believes that a team member is exhibiting COVID-19 symptoms, was exposed to COVID-19 or is unable or unwilling to self-certify, the Company will ask the team member to immediately cease reporting to work. Team members may not return to work until they meet the certification requirements. Team members should contact their manager to determine when they can return to work. Team members must be symptom free for at least 72 hours and may require clearance by a health care professional before they can return to work. These requirements remain subject to change.

2. Team members are required to certify daily that they meet these requirements upon entering their facility:
 - a. Hourly team members will complete the daily certification process while clocking into Kronos or Follett Clock
 - b. Most exempt team members will complete the daily certification process by using [FollettCertification](#)
3. All **Illinois based team members** are **required** by the Restore Illinois Guidelines to certify mid-shift there is no presence of COVID-19 symptoms. For all other team members, it is recommended to conduct a mid-shift health check. Follow the certification process listed in the above bullet number 2.
4. Team members that don’t feel well or develop symptoms while at work are required to promptly notify their manager of their illness, go home and remain at home until they are symptom free for 72 hours.
5. Team members must immediately report a confirmed case of COVID-19 by calling the **Follett Incident Call Center at (800)-900-8398, Option 2**. The Incident Call Center is available 24 Hours a day, 7 days a week.
6. Team members are required to comply with all state/province and/or local jurisdiction COVID-19 travel restrictions and applicable quarantine requirements.