

EMPLOYEE QUARANTINE SCENARIOS

ORIGINAL DATE: 3-16-2020

REVISED: 3-25-2021

A Message for All Team Members

Employee Quarantine Scenarios

Below are possible scenarios that could lead Auto-Wares to ask you to self-quarantine. If any of these scenarios pertain to you please contact Human Resources through the HelpDesk. During your time off, your job is safe and no benefit coverage will be affected.

Level 1 Case:

When an AWI employee or a person living directly in their household has tested positive for Covid-19 or when an AWI employee has been in a known location where there have been positive COVID-19 cases.

- Do not come to the Auto-Wares location (warehouse, store, or office).
- Inform HR via helpdesk or email HR@autowares.com. HR will determine the next steps that could include quarantine, testing and/or return to work with proof of vaccination.
- AWI will assess the need to close the office and/or instill other precautionary measures to control the spread of the virus.

Level 2 Case:

When an AWI employee or a person living in their household is showing symptoms and is in the process of waiting for a Covid-19 test result.

- Do not come to the Auto-Wares location (warehouse, store, or office).
- Inform HR via helpdesk or email HR@autowares.com. HR will determine the next steps that could include quarantine, testing and/or return to work with proof of vaccination.
- Based on the test results, AWI will assess the need to close the location and/or instill other precautionary measures to control the spread of the virus.

Level 3 Case:

When an AWI employee has had contact with a medically ordered quarantined person in the 2 weeks before the quarantine started.

- Contact your manager and inform HR via helpdesk or email HR@autowares.com for further evaluation and instructions.
- If the quarantined person that you came in contact with tests positive for Covid-19, please inform HR via helpdesk or email HR@autowares.com.
- AWI will assess the need to close the office and/or instill other precautionary measures to control the spread of the virus. Employee may need to be tested based on level of contact.

Level 4 Case:

When an AWI employee is returning from traveling out of state via airplane or train and any travel to counties in the Red Risk Level on this map (<https://globalepidemics.org/key-metrics-for-covid-suppression/>) must also follow the below.

- Even if you show NO symptoms - You must get tested and have negative results before returning to work. If you are able to work from home, you may do so with Manager approval.
- Inform HR via helpdesk or email HR@autowares.com.
- If you are fully vaccinated 14 days prior to traveling, you can return to work with proof of vaccination. This must be submitted to HR prior to your return date

This program is temporary and subject to change at any time depending on business circumstances and changes in governmental programs.