

# Employee COVID-19 Update

Company/Facility: \_\_\_\_\_

Number of cases at this plant: \_\_\_\_\_

Date of this update: \_\_\_\_\_

Name of local health center providing testing: \_\_\_\_\_

Telephone number of health center: \_\_\_\_\_

COVID-19 is affecting many communities in North Carolina, nationally and worldwide. There have recently been confirmed cases among workers here at this facility. Your health is very important to us. We have made changes in our operations and our policies to reduce your risk of exposure to the virus to help keep you healthy and safe.

Our facility is working with local and state health officials to help respond to these cases quickly to reduce the spread of the virus. The health department or health center may be following up with co-workers, families and friends who have had contact with workers who tested positive to assess whether they are experiencing symptoms. Anyone with symptoms may be referred for testing.

The health center listed above is providing medical evaluation and assessment for testing for any worker with symptoms of COVID-19 such as **headache, sore throat, fatigue, cough or fever**. Anyone with **more severe symptoms such as shortness of breath or inability to walk without assistance** will be immediately assessed by a medical worker or taken to the emergency department.

**We encourage you to call in sick and stay at home if you are feeling symptoms of COVID-19, even if you have mild symptoms.** It is very important for anyone who feels COVID-19 symptoms, even minor symptoms such as headache and sore throat, to call the above health center or your doctor for medical evaluation and assessment for testing. Taking this action will help limit how much the virus spreads at your workplace and it will also help limit how much it spreads in your community. By responding when you have symptoms, you can help stop the spread of the virus to your families and community. You may also be saving someone else's life who may be more vulnerable than you, such as an elder or someone with chronic illness.

Workers who are sick may be sent home or may not be allowed into the facility or into transportation to the facility. Workers who have symptoms and especially those who test positive for COVID-19 will be encouraged to isolate themselves from others while they are recovering from the virus so that they don't spread the virus to their family members, coworkers or others.

If you have concerns about missing work, please speak to your supervisor about our policies or any assistance for which you may be eligible (e.g. sick leave). Check with your health insurance company, as some are waiving costs of COVID-19 testing or treatment. If you do not have health insurance, contact the health center listed above.

Ways you can protect yourself from the virus:

- Keep a physical distance of at least 6 feet from others.
- Properly wash hands (at least 20 seconds with soap and water).
- Avoid touching your face with unwashed hands.
- Cough or sneeze into your elbow or a tissue instead of your hands to protect yourself and others from germs. Do not reuse tissues.
- Use face masks or a cloth covering of some sort around your nose and mouth when you are around others.

