The following chart serves as guidance, in accordance with CDC guidelines, relating to employees who are or may be infected with COVID-19 and essential employees who have been exposed to COVID-19. We recommend choosing one option in each category of employee to ensure employees understand when they may return to work.

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<th>WHO?</th>
<th>NEXT STEPS</th>
<th>RETURN TO WORK</th>
</tr>
</thead>
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| Employees who test **positive** for COVID-19 **with** symptoms. **AND** Employees with COVID-19 **symptoms** but no positive diagnosis. | • Contact your supervisor or HR immediately to inform them of your test results.  
• Stay home until it is safe to be around others.  
• Follow CDC recommendations while at home. | You may return to work after meeting the criteria for one of the following options:  
**Option 1:** Symptom-Based Strategy  
- 3 days with no fever; **and**  
- Symptoms improved; **and**  
- 10 days since symptoms first appeared.*  
**OR**  
**Option 2:** Test-Based Strategy  
- No fever without the use of fever-reducing medications; **and**  
- Other symptoms have improved (e.g., cough, shortness of breath); **and**  
- Employee receives 2 negative tests in a row, 24 hours apart.  
**OR**  
**Option 3:** Combination  
- 3 days with no fever; no other symptoms; 10 days have passed since symptoms first appeared;* **and**  
- You provide proof of a negative test result after 10 days of isolation. |

*Note: Employees with weakened immune systems may need to stay home longer than 10 days. Talk to your doctor for more information.

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<tr>
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<th>NEXT STEPS</th>
<th>RETURN TO WORK</th>
</tr>
</thead>
</table>

Employees who test **positive** for COVID-19 **without** symptoms (asymptomatic).

- Contact your supervisor or HR immediately to inform them of your test results.
- Stay home until 10 days have passed since test.
- Follow CDC recommendations while at home.

Essential critical infrastructure workers exposed to COVID-19 **without** symptoms.

“Exposed” employees refer to employees who came in close contact (less than 6 feet) for extended periods of time (at least 15 minutes) with the infected employee during the 48-hour period before either: (i) the infected employee developed symptoms of COVID-19 or (ii) the infected employee took the COVID-19 test.

- Contact your supervisor or HR immediately to inform them of your exposure to COVID-19.
- Continue monitoring for COVID-19 symptoms.
- If you begin experiencing COVID-19 symptoms while at work, notify your supervisor and go home immediately.
- Follow CDC recommendations while at home.

You may return to work. However, such you must follow these practices prior to and during your work shift:

1. **Pre-Screen**: You must submit to a temperature check and assessment of their symptoms prior to their shift.
2. **Regular Monitoring**: You must self-monitor for COVID-19 symptoms, including but not limited to:
   a. Fever;
   b. Cough;
   c. Shortness of breath or difficulty breathing;
   d. Chills or repeated shaking with chills;
   e. Muscle pain;
   f. Headache;
   g. Sore throat; and
   h. New loss of taste or smell.
3. **Wear a Mask**: You must wear a face mask at all times while in the workplace for at least 14 days after last exposure.
4. **Social Distance**: You must maintain 6 feet between yourself and other employees and customers and practice social distancing in the workplace as work duties permit.
5. **Disinfect and Clean Work Spaces**: You must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment, routinely.

*Note: Employees with weakened immune systems may need to stay home longer than 10 days. Talk to your doctor for more information.*