

**GTG New Policy on COVID-19- Amended Policy effective
October 01, 2021**



A COVID test is **required** 3-4 days after you have been exposed to COVID-19, or if you have any of the following symptoms:

- Fever, chills, or cough
- Shortness of breath or difficulty breathing
- Fatigue or muscle or body aches
- Loss of taste or smell
- Sore throat
- Nausea, diarrhea, or vomiting

If you test **Positive** for COVID-19:

- You will have to quarantine for at least 7 days
- After the 7 days, you may return to work if you do not have any of the above symptoms, and 48 hours have passed since last fever without the use of fever-reducing medication

If you test **Negative** for COVID-19:

- You may return to work if you do not have any of the above symptoms

Covid-19 Communication: Notify your supervisor and send an email to covid@gtg247.com if:

- You are getting tested
- You receive results of your test
- If anyone in your household has tested Positive or been ordered to Quarantine

PTO Usage:

- The Families First Coronavirus Response Act (FFCRA) has expired and is no longer paying Emergency Paid Sick Leave
- PTO will now be used for ALL time off including for quarantine
- If you do not have PTO available these days will be unpaid

These are some steps that GTG Automation, Inc can take to reduce the risk of exposure of Covid at work.

As with all policies, if an employee does not comply they will be subject to disciplinary actions, up to and including termination.

Printed Name _____

Sign _____

Date _____