**Do I need to wear a mask in Alta locations?**

* Yes, masks need to be worn in public areas of Alta locations and in group settings. When traveling to customer, supplier, or vendor locations, please be sure to follow protocols they have in place, which may include wearing a mask. Those that have not been vaccinated should consider wearing a mask at all times, but at a minimum in the public areas of buildings.

**Do locations need to continue with the daily health screening questionnaire?**

* The daily health screening questionnaire is only required for outside visitors coming into Alta or employees testing positive or in close interaction with someone positive with COVID. For Alta employees, we ask that all employees consider our Guiding Principles and show “Mutual Respect” for one another and if you are not feeling well, or have been exposed to someone that is positive for COVID, to contact your Supervisor and stay home. Those that have been vaccinated, along with those that have not, are all potential carriers / spreaders of COVID.

**Do locations need to keep dividers, plastic guards and other shields in place?**

* Please keep all guards and shields in place as we still want to maintain healthy separation. Additionally, we still need to remain vigilant in our prevention activities.

**What should be done if an active, onsite employee feels ill?**

* If an employee has fever/chills (>=100.4), dry cough, shortness of breath/difficulty breathing, sore throat, diarrhea, loss of taste, loss of smell, they need to notify their immediate supervisor or branch representative and go home immediately or stay home.  It is also recommended that this employee contact their Primary Care Physician.
* The daily health screen form is to be completed and submitted for this employee.
* We do recommend getting tested in order to determine if the symptoms are COVID related.
* The employee having symptoms is to quarantine at home for 5 days from the time symptoms appear, or direct exposure, or a positive COVID test. If symptoms have subsided after the 5 day quarantine period, the employee may return to work and a negative COVID test is not required to return to work. However, the employee is required to wear a mask at all times while in an Alta facility or interacting with people for the next 5 days.
* The employee's immediate supervisor or branch representative is to work with the employee, if possible, to determine and notify all other employees, customers, and vendors that have been within close contact (inside 6 feet for 15 minutes or more) of the employee during the time the employee had symptoms and 2 days prior to symptoms.

**What should be done if we learn that an employee has tested positive for COVID-19?**

* The daily health screen form is to be completed and submitted for this employee.
* The employee testing positive is to quarantine at home for 5 days from the positive COVID test. If symptoms have subsided after the 5 day quarantine period, the employee may return to work and a negative COVID test is not required to return to work. However, the employee is required to wear a mask at all times while in an Alta facility or interacting with people for the next 5 days.
* The employee's immediate supervisor or branch representative is to work with the employee, if possible, to determine and notify all other employees, customers, and vendors that have been within close contact (inside 6 feet for 15 minutes or more) of the employee during the time the employee had symptoms and 2 days prior to symptoms.
* Employees that have been identified as having been within close contact are to follow the quarantine guidance above. The daily health screen form is to be completed and submitted for each quarantined employee. Employees may return sooner with a negative COVID test along with not having symptoms.
* Employees that are questioning if they were in close contact should monitor if they have any symptoms and follow the quarantine guidance above. Employees may return sooner with a negative COVID test along with not having symptoms.

**What should be done if an employee has an immediate family member, living in their household, that has tested positive for COVID-19, or is displaying symptoms, but the employee is not showing symptoms?**

* Assuming the employee had been in close contact with this family member, the employee should contact their immediate supervisor or branch representative and begin to quarantine.
* It is recommended the employee get tested to determine if they are positive for COVID.
* The employee is to quarantine at home for 5 days from the time symptoms appeared, or direct exposure, or a positive COVID test. If the employee has no symptoms or the symptoms have subsided after the 5 day quarantine period, the employee may return to work and a negative COVID test is not required to return to work. However, the employee is required to wear a mask at all times while in an Alta facility or interacting with people for the next 5 days.
* The quarantine period in this situation could also extend longer if the employee ends up positive or begins getting symptoms sometime after the initial exposure. The 5 day quarantine would reset based on the employee having their own symptoms or receiving a positive COVID test.
* The daily health screen form is to be completed and submitted for this employee.
* The employee's immediate supervisor or branch representative is to work with the employee, if possible, to determine and notify all other employees, customers, and vendors that have been in close contact (inside 6 feet for 15 minutes or more) of the employee.

**If I have been vaccinated, but I’m in direct contact with someone that is positive with COVID or is showing COVID related symptoms can I still come into work?**

* No, if you are in direct contact with someone that tested positive for COVID or are showing COVID related symptoms you should quarantine for 5 days from the time you were exposed and monitor symptoms. If you live with a person or have regular contact with a person that is showing symptoms or is positive you should remain in quarantine for 5 days. However, the employee is required to wear a mask at all times while in an Alta facility or interacting with people for the next 5 days.

**Will Alta require employees to get vaccinated?**

* Alta is not requiring employees to get vaccinated, but Alta encourages employees to discuss this with their physician and if you do not have health issues associated with getting vaccinated then we support all employees getting vaccinated when they become eligible. The vaccination will assist in keeping you, your family, and your fellow co-workers safe and healthy.

**Please note that any policies dictated by government agencies such as the Department of Health, OSHA, etc. whose jurisdiction under which a branch falls, could override the above responses.**