



To: All Employees

From: Patty Dopkin, HR Manager

Date: June 5, 2020

Re: How We Are Handling Covid-19 Cases

In light of our recent positive case, I want to let you know how we are handling possible cases and the one positive cases of Covid-19. We have specific protocols in place to protect everyone as much as possible in the case of someone reporting a Covid-19 case, or even symptoms. They are:

1. All employees are encouraged to stay home if they have any symptoms and to contact Human Resources right away. (Patty at 609-444-9521, Tess at 609-335-4263)
2. If an employee is exhibiting symptoms while at work, they are sent home immediately to be evaluated by a medical professional. (A medical professional may be your primary, a telehealth physician or physician assistant, urgent care, etc.)
3. If symptoms have Covid-19 potential or if we receive a confirmed case, employee will provide Human Resources with the names of anyone at KBC or suppliers, customers, etc. that they were in close contact with over the prior 48 hours as per CDC guidelines for the contagious period. (Close contact is defined as less than 6 feet for at least 15 minutes. This is why social distancing beyond 6 feet is critical to minimizing issues!)
4. Any employee that has come into contact with a potentially infected individual is sent home until medical confirmation of safety or quarantine requirement is determined. The name of the infected remains confidential.
5. Any potential contact areas in the office and/or warehouse will receive a deep-sanitizing cleaning.
6. Employees that are at risk due to confirmed exposure to a co-worker will be required to stay home for a 14-day quarantine. They will NOT be provided with the name of the infected employee.
7. All medical questioning of any type are going through Human Resources to maintain the confidence of the employees in our respect for their privacy.

Treatment, diagnosis of possible Covid-19 and quarantines ordered by a medical professional may be at full pay in accordance with the Family First Coronavirus Response Act (FFCRA). Please feel free to contact me if you have any questions.