

# COVID-19 RETURN-TO-WORK GUIDANCE

## EFFECTIVE JUNE 1, 2021



**Team Member:** You may use any accrued PTO to get paid during your absence from work. Additional paid sick time benefits may be available based on state and/or local regulations. Contact the HR Helpline at 844-529-7392 if you have any questions.

### **Box 1: You Have Symptoms of COVID-19**

You must quarantine at home. Your return-to-work conditions depend on whether you get tested.

- If you choose not to get tested, you may return to work a minimum of **10 days** after the date your symptoms began **as long as** your fever has been gone for **24 hours** without the use of Advil, Tylenol, or similar medications **and** your other symptoms are improving\*.
- If you test negative for COVID-19, you may return to work as early as **7 days** after the date your symptoms began **as long as** your fever has been gone for **24 hours** without the use of Advil, Tylenol, or similar medications **and** your other symptoms are improving\*.

\* Loss of taste and smell may persist for weeks or months and need not delay end of quarantine

If you test positive for COVID-19, see Box 2 below.

Call and check in with your manager every other day. Note that if you or someone on your behalf has not called your manager in four days, we will consider that as your voluntary resignation.

When you have met the return-to-work conditions listed above and can pass a daily health screening over the telephone, call your manager. **You may not return to work until your manager confirms that you have met the conditions listed above.**

You should apply for a leave of absence if you will be out for more than three days. Call Lincoln Financial at 1-800-713-7384 to start the process, and call the HR Helpline at 844-529-7392 if you have questions.

### **Box 2: You Have Tested Positive for COVID-19**

You must quarantine at home. You may return to work when:

- A minimum of **10 days** has passed since **either** the date your symptoms began **or** the date your COVID-19 test sample was collected (whichever happened first), **and**
- Your fever (if you had one) has been gone for **24 hours** without the use of Advil, Tylenol, or similar medications **and** your other symptoms are improving\*.

\* Loss of taste and smell may persist for weeks or months and need not delay end of quarantine

Call and check in with your manager every other day. Note that if you or someone on your behalf has not called your manager in four days, we will consider that as your voluntary resignation.

When you have met the return-to-work conditions listed above and can pass a daily health screening over the telephone, call your manager. **You may not return to work until your manager confirms that you have met the conditions listed above.**

You should apply for a leave of absence if you will be out for more than three days. Call Lincoln Financial at 1-800-713-7384 to start the process, and call the HR Helpline at 844-529-7392 if you have questions.

**☐ Box 3: You Have Had Close Contact with a Person Who Has Tested Positive for COVID-19**

You must quarantine at home unless you are fully vaccinated (see below).

- You were fully vaccinated at the time the close contact occurred, meaning it had been at least two weeks (14 days) since you received your second Pfizer or Moderna vaccine dose or single Johnson & Johnson dose **and** you have shown your GM your completed vaccination record card:
- You do not have to quarantine unless you are experiencing the COVID-19 symptoms listed in the *COVID-19 Daily Health Screening*.

If you were not fully vaccinated, we encourage you to get tested for COVID-19. Your return-to-work conditions depend on where you live and whether other people in your home have COVID-19.

- You live in California:
- You may return to work a minimum of **10 days** after the date you had close contact.
- You live in Michigan, New Mexico, or Dallas County, TX:
- You may return to work a minimum of **14 days** after the date you had close contact.
- You live in a state/county that is not listed above:
- You may return to work a minimum of **10 days** after the date you had close contact; **or**
  - You may return to work as early as **7 days** after the date you had close contact **if** you go to get tested for COVID-19 no sooner than **5 days**<sup>\*†</sup> after the date you had close contact and your test results are negative.
- <sup>\*</sup> **6 days** in Florida, Illinois, and Wisconsin
- <sup>†</sup> **7 days** in Utah
- You live with one or more people who have tested positive for COVID 19 **and** you cannot isolate from them (i.e., cannot avoid ongoing close contact with COVID-positive people while at home):
- Your quarantine timeline listed above begins **after** all other infected people have ended **their** quarantine. This means you may need to quarantine at home for **20 days or longer**.

If you start feeling sick or test positive for COVID-19 while quarantining, see Boxes 1 or 2 above.

Call and check in with your manager every other day. Note that if you or someone on your behalf has not called your manager in 4 days, we will consider that as your voluntary resignation.

When you have met the return-to-work conditions listed above and can pass a daily health screening over the telephone, call your manager. **You may not return to work until your manager confirms that you have met the conditions listed above.**

You should apply for a leave of absence if you will be out for more than three days. Call Lincoln Financial at 1-800-713-7384 to start the process, and call the HR Helpline at 844-529-7392 if you have questions.